PRIVATE INDUSTRY COUNCIL

AGENDAS AND MINUTES

1993 - 1994

Documents have been very irregularly received from the Private Industry Council. Efforts to obtain the missing documents have been unsuccessful. This volume contains those that are available.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## MINUTES

for a meeting
of the Private Industry Council of San Francisco

*July 13, 1993*

**Members present:** Chairman John Dewes, Mr. Brian Cahill, Mr. John Cammidge, Ms. Linda Davis, Ms. Mary Edington, Mr. Gary Fitschen, Mr. Frederick Jordan, Mr. Henry Killmar, Mr. Jessie Knight, Jr., Mrs. Leslie Luttgens, Ms. Risa Martyn, Mr. Billy Ray, Mr. Leandro Soto, Ms. Barbara Thompson and Mr. Craig Wolfson

**Staff present:** President Eunice Elton, Ms. Brenda Brown, Ms. Joyce Crum, Ms. Winna Davis, Mr. Wes Dixon, Ms. Karen Hart, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sulu Palega and Ms. Clara Wong

**Public present:** Mr. Larry Chatmon, Ms. DeeAnne Davis, Ms. Mary Duffy, Mr. Henry Lau, Ms. Natalie Lopes, Mr. Sammy Louie, Ms. Phyllis McGuire, Ms. Teresa Pon, Ms. Norma Tecson, Mr. Joseph Wilson and Ms. Tami Yuki

### Membership

Mr. Dewes welcomed the Council's three new members: Mr. Cammidge of Bank of America, Mr. Killmar of First Interstate Bank, and Mr. Wolfson of Wells Fargo Bank.

Mr. Dewes also announced the resignation of Mr. John Ulrich and asked staff to draft a letter of appreciation to Mr. Ulrich for his lengthy service with the Council and Board.

### Adoption of the agenda

The agenda was approved by acclamation. Mr. Dewes asked that the Proposed letter to the U.S. Secretary of Labor be heard earlier as part of the Chairman's report since it would be necessary for him to leave the meeting at 4:00 P.M.

### Approval of minutes

A motion to approve the minutes of the May 11th meeting was made by Mrs. Luttgens, seconded by Ms. Thompson, and unanimously adopted.

### Public testimony on agenda items

Mr. Joseph Wilson suggested that both a representative of the homeless community and a veteran be appointed to the Council.

### Chairman's report

### Board of Directors election

The Nominating Committee will nominate a Council member to fill Mr. Ulrich's vacancy on the PIC Board of Directors, Mr. Dewes said. The election will be held at the Council's September 14th meeting.

### STEP

Mr. Dewes thanked Ms. Davis for her prompt intervention a few weeks ago in obtaining a new school for STEP students after violence broke out at Mission High School.

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**Proposed letter to U.S. Secretary of Labor**
Mr. Holland explained that the letter he proposes the PIC send to the U.S. Labor Secretary Robert Reich addresses "the four most important issues" that ought to be addressed and resolved when the Department issues its Final Rule on the amended Job Training Partnership Act on September 1st. A motion for Mr. Dewes to sign the letter on behalf of the Council was made by Mrs. Luttgens, seconded by Ms. Thompson, and unanimously approved.

**Committee reports**

**Refugee Committee**
Miss Elton reported that proposals for Refugee funds are due by Monday at the PIC's office. The Committee is currently soliciting nominations for new members, she added.

**Summer Jobs Program Committee**
Placements of young people into unsubsidized jobs openings by the Summer Jobs Program are about half of last year's number, Mr. Ray announced. While there has been some excellent publicity this year, and Youth Services Office staff have been contacting employers in search of jobs, Mr. Ray noted that the poor economy is hurting the Program.

**Staff reports**

**SYETP**
Ms. Winna Davis reported that young people participating in the federally-funded Summer Youth Employment and Training Program have completed their third week of work. While 3,100 low income youth have been certified for the program, there is currently only enough money available to hire 1,900 of them, although more are expected to be added in the next pay period. In anticipation of additional SYETP funds proposed at the beginning of the summer by President Clinton, but not yet approved by Congress, summer staff and subcontractors had certified more youth and worksites than they are now likely to use.

**STEP**
A final report on the first year of the Summer Training and Education Program, which began in the summer of 1989 to keep at-risk youth in high school, should be ready for the September PIC meeting, Ms. Crum said.

Past experience suggests that STEP participants do well while in the intensive summer component, but begin to relapse during the school year if counselors don't keep in frequent contact with the youth, Ms. Crum said. Many of the students come from "dysfunctional" families, Ms. Crum said, and often the only support they receive for their scholastic efforts is through STEP. Ms. Davis said the program helps by showing at-risk youth why it makes a difference for them to remain in school and learn.

Mr. Dewes left at 4:00 P.M., and Mr. Fitschen chaired the remainder of the meeting.

**Job Corps**
A group is working on a proposal to the U.S. Department of Labor recommending that a Job Corps site be located within the San Francisco area, perhaps at one of the decommissioned military bases, Mr. Holland said. As different interests compete for use of the bases, Mr. Knight suggested it is important to show how a Job Corps site would specifically benefit the area's economy.

## President's report

### SYETP storage space
The PIC needs about 1,000 square feet of donated warehouse space, in or around San Francisco, to store SYETP office furniture between September and May, Miss Elton said. Pacific Bell, which has donated space for many years, will be unable to help out this year, she added.

### City layoffs
PIC staff are meeting with representatives of City departments, the Civil Service and labor unions to plan services for those City workers who will be laid-off soon, Miss Elton said.

### Children's Fund proposal
The PIC is the sponsoring agency for an arts and education program to be run this summer by the Ingleside Community Center and paid for by the Children's Fund, Miss Elton said.

### State Chancellor's Office RFP
The PIC is also collaborating on four proposals submitted to the State Chancellor's Office, Miss Elton said. At least one will be funded, and perhaps more. Each proposal is for a maximum of $75,000 in coordination funds, and the others are in association with City College of San Francisco.

### Lawrence Livermore Laboratories proposal
A proposal is being submitted by the training facility at Lawrence Livermore Laboratories to use its training capacity in high tech training for civilian employment. Miss Elton said that the PIC would be involved in relation to environmental restoration at Hunters Point. Mr. Knight noted that the federal government is expected to allocate a substantial amount of money over the next two years for defense conversion activities, with training providers receiving priority in funding.

### 100 hour rule rescinded
The rule which cut-off public assistance payments and related services to AFDC-U or General Assistance recipient working more than 100 hours has been rescinded, Miss Elton said. This rule provided a disincentive for welfare recipients to work, she observed.

### Public testimony on non-agenda items
There was no public testimony on non-agenda items.

The meeting was adjourned at 4:30 P.M.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** COUNCIL MEMBERS
MAYOR FRANK JORDAN
BOARD OF SUPERVISORS

**DATE:** AUGUST 24, 1993

**FROM:** JACK FITZPATRICK, CHAIRMAN, REFUGEE COMMITTEE
Jack Fitzpatrick by R. Elton

**SUBJECT:** REFUGEE COMMITTEE RECOMMENDATIONS FOR THE FEDERAL FISCAL YEAR 1993 REFUGEE PROGRAM.

Yesterday, the Refugee Committee reconvened its July 29th meeting to consider the proposals received in response to the Request For Proposal (RFP) issued July 1st for the Federal Fiscal Year 1993 refugee program. After the July 29th meeting an allegation was made that one of the Committee members had a conflict of interest and should not have cast a vote to change PIC staff recommendations. After the meeting, I requested legal counsel of the Private Industry Council of San Francisco, Inc. to look into this allegation and share that information with me as soon as possible.

I received the written opinion indicating there was a conflict of interest (pink sheet) and that the vote on the proposed amendment of 4 ayes, 3 nays and 3 abstentions would have failed since the vote in question was an aye vote. This would have put in question the amended motion which was subsequently passed by a vote of 6 ayes, 1 nay and 3 abstentions.

At the August 17th meeting of the PIC Board of Directors I reported this information and requested the matter be referred back to the Refugee Committee to reconvene the July 29th meeting to consider the original motion. The Board agreed and the August 23rd meeting date was set.

At the August 23rd meeting, I explained the background which led to the second meeting of the Committee and asked that the original motion, to accept PIC staff recommendations, be reconsidered for a vote. A roll call of the eleven members present resulted in 5 ayes, 4 nays, and 2 abstentions.

Table 1 (yellow) displays each of the proponents in the numeric order their proposals were received and the dollar amount requested. The Committee funding recommendation for each proponent is shown next to the requested dollar amount along with the recommended service level and number of placements and the placement rate. Table 2 shows the point scores issued by the PIC staff. The proponents are grouped by program activity. Table 3 shows the specific amounts from each funding source and the breakdown of administration and program funds as published in Refugee Coordinator Letter 93-16 by the State.

As soon as the recommendations are approved by the Mayor, Board of Supervisors, through the appropriate Committee, and Council, through the Board of Directors, the PIC staff will negotiate with the subcontractors to achieve the participant characteristic goals approved by the Refugee Committee.

The Board of Directors will meet on August 30th at 8:00 a.m. in the auditorium of the City College of San Francisco located at 33 Gough Street to review the Refugee Committee recommendations. The Government Efficiency & Labor Committee of the Board of Supervisors is scheduled to consider these recommendations probably on Wednesday, September 1st at 10:00 a.m. in the Committee Room at City Hall.

cc: Refugee Committee PIC Staff Refugee Proponents Gloria Clemons-White, RIPB

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** EUNICE ELTON **DATE:** AUGUST 17, 1993

**FROM:** RAYMOND R. HOLLAND

**SUBJECT:** REQUESTED OPINION CONCERNING A POTENTIAL CONFLICT OF INTEREST ON THE PIC'S REFUGEE COMMITTEE

A request has been made for a legal opinion as to whether Mr. Gary Tom, a member of the PIC's Refugee Committee, possessed a conflict of interest when, on July 29th of this year, he made, seconded, and voted on motions with respect to a subcontract proposed by Career Resources Development Center (CRDC).

According to information provided by a representative of Chancellor Dobelle, Mr. Tom was Dean of the Alemany Campus of the City College of San Francisco (CCSF) on July 29th and Ms. Mabel Tang, Executive Director of the CRDC, was an elected member of the CCSF's Governing Board of Trustees on July 29th .

While Mr. Tom, as a CCSF Dean, is reported to be directly responsible to one of the CCSF's Provosts (who, in turn, reports to the Chancellor) and while neither the CCSF's Governing Board nor any of its members is authorized to engage in either selecting or evaluating any CCSF personnel, Dean of the Alemany Campus is considered to be one of the "administrative positions" over which the Governing Board does exercise final approval with respect to both its budget and the personnel appointed to it.

Thus, Ms. Tang and the other six members of the CCSF's Governing Board appear to represent a direct economic interest (in the form of an employer-employee relationship) to Mr. Tom notwithstanding the fact that there is no evidence that Mr. Tom possessed any kind of economic interest in the CRDC.

Under the PIC's Conflict of Interest Code, Mr. Tom should have disclosed the conflict of interest between his responsibilities as a member of the PIC's Refugee Committee and his relationship to the Executive Director of one of the proponents being considered by that Committee for a PIC Subcontract and, under both that Code and the PIC's By Laws, he should have disqualified himself from all discussions of and actions taken by that Committee on July 29th to select recommended subcontractors from among those proponents.

As result, actions taken by that Committee on July 29th would appear to be voidable, if not void.

Please let me know if there is a need for any further information.

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## TABLE 1

| Proponent | $ Request | $ Recom. | Svc | Plc | Plc.Rate |
|---|---|---|---|---|---|
| #01 Third Baptist Church | $31,260 | $13,030 | 10 | 8 | 80% |
| #02 Mutual Assistance Association Council, Inc. | $21,423 | $21,423 | NA | NA | NA |
| #03 Mutual Assistance Association Council, Inc. | $177,157 | $60,248 | 68 | 54 | 80% |
| #04 Jewish Vocational Services | $292,363 | $195,920 | 124 | 99 | 80% |
| #05 International Rescue Committee | $132,333 | $113,556 | NA | NA | NA |
| #06 Career Resources Development Center | $186,318 | $0 | NA | NA | NA |
| #07 Catholic Charities of S.F.- REAP | $225,000 | $130,000 | 104 | 75 | 72% |
| Subtotals | $1,065,854 | $534,177 | 306 | 236 | 77% |
| OJT Setaside | 147,500 | $69,935 | | | |
| Transportation | INA | $40,000 | | | |
| **Totals** | $1,213,354 | $644,112 | 306 | 236 | 77% |

## TABLE 2

| Proponent | Activity | 1a | 1b | 2a | 2b | 2c | 3 | 4 | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| #02 MAAC | MAA | 8 | 8 | 12 | 15 | 16 | 14 | 15 | | | 88 |
| **Proponent** | **Activity** | **A1** | **A2** | **B1** | **B2** | **B3** | **B4** | **C** | **D** | | **Total** |
| #05 IRC | CIP | 9 | 15 | 15 | 15 | 10 | 10 | 14 | 9 | | 97 |
| **Proponent** | **Activity** | **A1** | **A2** | **B1** | **B2** | **B3** | **C** | **D1** | **D2** | **D3** | **Total** |
| #01 TBC | ES | 7 | 9 | 9 | 8 | 9 | 14 | 7 | 8 | 5 | 76 |
| #03 MAA | ES | 8 | 9 | 9 | 8 | 10 | 13 | 10 | 8 | 5 | 80 |
| #04 JVS | Multiple | 9 | 11 | 10 | 8 | 9 | 14 | 6 | 8 | 10 | 85 |
| #07 REAP | Multiple | 10 | 8 | 10 | 9 | 7 | 15 | 8 | 7 | 6 | 80 |
| #06 CRDC | VT | 9 | 11 | 9 | 9 | 8 | 14 | 0 | 10 | 7 | 77 |

## TABLE 3

| | TOTAL | ADMIN. | PROGRAM |
|---|---|---|---|
| RESS | $347,265 | $52,089 | $295,176 |
| RTAP | $388,921 | $64,408 | $327,513 |
| MAA | $25,203 | $3,780 | $21,423 |
| TOTAL | $761,389 | $117,277 | $644,112 |

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a PUBLIC MEETING**

**of the**

**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than the Friday, September 10th*

| | |
|---|---|
| DATE: | Tuesday, September 14th, 1993 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

**Agenda**



1. Record the roll
2. Adoption of the agenda *
3. Approval of minutes from July 13th meeting (enclosed) *
4. Public testimony on agenda items **
5. Annual reelection of members to the PIC Board of Directors *
6. Election of officers to the Board by the Directors
7. Chairman's report
   Proposals for One-Stop Career Centers and Dislocated Worker assistance changes *
8. Committee reports
   a. Refugee Committee, recommendations for FFY '93 contracts (enclosed) — Jack Fitzpatrick *
   b. Evaluation Committee — Leslie Luttgens
   c. Nominating Committee — Jessie Knight, Jr.
   d. Summer Jobs Committee — Billy Ray
9. Staff reports
   a. Update on PY '93 contracting, Titles IIA and IIC — Eunice Elton *
   b. Children's Fund — Eunice Elton
      a. On-going programs, status report
      b. Approval to submit proposal to continue Mini-STEP *
   c. Request for letter forwarding CCA concerns — Eunice Elton *
   d. Job Corps proposal, letter of support — Ray Holland *
   e. Summer Youth Employment & Training Program — Winna Davis
10. President's report — Eunice Elton
11. Public testimony on non-agenda items **

* *May require action by the Council*

** *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued August 24th, 1993*

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## MINUTES

for a meeting
of the Private Industry Council of San Francisco
*September 14, 1993*

**Members present:** Chairman John Dewes, Mr. John Cammidge, Dr. Brenda Cochrane, Mr. Steve Coulter, Mr. Gary Fitschen, Mr. Jack Fitzpatrick, Ms. Vanessa Johnson, Mrs. Leslie Luttgens, Mr. Stan Moy, Mr. Billy Ray, Mr. Leandro Soto, Ms. Barbara Thompson, Dr. Chui Lim Tsang and Mr. Craig Wolfson

**Members responding by fax:** Mr. Brian Cahill, Ms. Linda Davis, Ms. Mary Edington, Mr. Robert Hetler, Mr. Henry Killmar, Mr. Dan Le, Ms. Risa Martyn, Mr. Maurice Lim Miller and Dr. Kent Sims

**Staff present:** President Eunice Elton, Ms. Brenda Brown, Mr. Wes Dixon, Ms. Karen Hart, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega and Ms. Clara Wong

**Public present:** Mr. Ricardo Alva, Mr. Larry Chatmon, Ms. Delfina Geiken, Ms. Kristen Ha, Mr. Jim Kennedy, Mr. Henry Lau, Ms. Natalie Lopes, Ms. Denise McCarthy, Mr. Ira Okun, Ms. Teresa Pon and Mr. Tekeste Seium

The meeting was begun without a quorum, and Mr. Dewes instructed PIC staff to obtain, via fax, the votes of those members not attending.

**Adoption of the agenda**
The agenda was approved by acclamation.

**Approval of minutes**
A motion to approve the minutes of the July 13th meeting was made by Mrs. Luttgens, seconded by Ms. Thompson, and unanimously adopted by those Council members attending the meeting and others responding to the fax solicitation.

**Public testimony on agenda items**
There was no public testimony on agenda items.

**Election of Board members**
A motion to re-elect the the eight members of the PIC's Board of Directors was made by Mr. Wolfson, seconded by Ms. Thompson, and unanimously approved by Council members attending the meeting and by those responding by fax.

**Election of Board officers**
With five Directors present, Mr. Dewes conducted an election of officers for the Board. Mrs. Luttgens nominated officers for the positions they currently hold: Mr. Dewes as Chairman, Mr. Fitschen as Vice Chairman, Mr. Soto as Treasurer and Mr. Greg Marutani as Secretary. The motion was seconded by Mr. Moy, and unanimously approved by the Directors present.

**Approval of Board minutes**
A motion made by Mr. Fitschen and seconded by Mr. Soto to approve the minutes from the Board's August 30th meeting was unanimously approved by the Directors.

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## Chairman's report

### Strategic planning

With a number of new proposals regarding employment and training being discussed — especially the ideas of coordination, collaboration, and "one stop shopping" for services — Mr. Dewes said he would like for the Council to conduct a strategic planning session seeking ways to focus and improve its services. The session should be held early next year, he said, and should include input from Council and committee members, the Mayor's Office, subcontractors and the community. Mr. Dewes said he welcomes suggestions on ways to structure and implement this effort.

### Council membership

Mr. Dewes said he learned today that Mr. Fairax Randolph, president of de Recat & Associates, Inc., has been appointed by the Mayor to the Council.

Mr. Jessie Knight, Jr. has been appointed to the State Public Utilities Commission, and will be leaving the Council soon.

Mr. Fitzpatrick arrived at the meeting.

## Committee reports

### Refugee Committee

Mr. Fitzpatrick explained that the Refugee Committee's recommendations for funding for the Federal Fiscal Year 1993 Refugee Program were approved by the Directors at the Board's August 30th meeting. Subsequently, the San Francisco Board of Supervisors also approved them.

### Evaluation Committee

At its August 3rd meeting, Mrs. Luttgens said that the Evaluation Committee voted to loosen constraints upon placements by subcontractors of participants in "temporary help agencies". The Committee will be holding another meeting once staff has assembled detailed information on the PIC's programs and trainees.

Dr. Cochrane arrived at the meeting.

### Summer Jobs Program Committee

The Summer Jobs Program placed 578 young people in jobs this year, Mr. Ray said; that was 68% of last year's placement total and half that of 1991. Mr. Ray reviewed the Program's extensive publicity efforts this summer, which included a mass mailing to 23,000 local employers, television and radio public service announcements that played through the early months of the summer, and professionally-produced posters which appeared on 40 Muni transit shelters throughout the City.

Mr. Dewes noted that the San Francisco Chamber of Commerce, with the Committee on Jobs, are looking into ways of "supplementing" the summer jobs effort.

## Staff reports

### Update on PY'93 contracting

Miss Elton noted that the revised regulations of the Job Training Partnership Act, effective with this program year, have made it necessary for staff to alter forms they use and enter into contract negotiations with subcontractors which are far more detailed and complex than under the previous regulations.

**Children's Fund**
The Ingleside Community Center's arts and education program for youth, paid for by the Children's Fund and co-sponsored by the PIC, was a success, Miss Elton reported.

Miss Elton requested approval for the PIC to sign-on as the lead agency for a proposal being developed by the Mutual Assistance Association to serve youth living in the Tenderloin. A motion to approve was made by Ms. Thompson, seconded by Mrs. Luttgens, and unanimously adopted by Council members attending the meeting and responding to the fax solicitation.

**LMI modification of contract**
A motion was made to approve a modification of the PIC's Labor Market Information contract with the Employment Development Department, giving the PIC an additional $758. The motion was seconded by Mrs. Luttgens, and unanimously approved both by Council members at the meeting and responding by fax.

**STEP**
A motion authorizing staff, should it prove necessary, to submit a proposal to the Mayor's Office of Children, Youth and Their Families for additional funds for the STEP contract ending June 30, 1994, was made by Ms. Thompson, seconded by Mrs. Luttgens, and unanimously approved by Council members voting at the meeting and by fax.

**Request for letter forwarding CCA concerns**
The Committee of Contracting Agencies has that requested the Council send a strongly-worded letter to the U.S. Secretary of Labor expressing their concerns that under the revised JTPA regulations PIC subcontractors are being "micro-managed". To illustrate the CCA's frustrations, Miss Elton outlined how the purchase of a $300 typewriter can become a complex feat of accounting, requiring multiple bookkeeping entries. The regulations are not yet final, and the letter, which Mr. Dewes read, asks that they be made less onerous.

A motion was made by Mr. Fitzpatrick to send the letter, seconded by Ms. Thompson, and unanimously approved by Council members at the meeting and by those responding by fax.

Ms. Thompson left the meeting.

**Job Corps letter of support**
A proposal recommending four possible sites (the Presidio, the public service hospital adjacent to it, Treasure Island or the Hunter's Point Shipyard) for a Job Corps Center in San Francisco has been developed by PIC staff, working with the Mayor's Office, EDD and other parties, Mr. Holland said. The proposal is due next week in Washington, D.C., and the Department of Labor will announce sometime in April its choice.

A motion for Mr. Dewes to sign a letter of support on behalf of the Council was made, seconded and unanimously approved by Council members at the meeting and voting by fax.

**SYETP**
Ms. Brown announced that 2,353 low income San Francisco youths were placed in federally subsidized jobs at over 1,000 worksites through this year's Summer Youth Employment and Training Program.

Mr. Coulter left the meeting.

Mr. Dewes left, and Mr. Fitschen took over as chairman for the remainder of the meeting.

**President's report**

**Supervisors' resolution**
Miss Elton said she was surprised and pleased by a Board of Supervisors' resolution "supporting the development and implementation of a coordinated strategy to improve employer access to Federal, State and local employment training sources," and specifically calling for an increase in the role of local private industry councils.

**House Subcommittee on Labor-Management Relations hearing**
Miss Elton said she will be testifying on the concept of "one-stop" centers for JTPA services at a hearing of the House Subcommittee on Labor-Management Relations (the authorizing committee for JTPA in Congress) at San Francisco's City Hall on Monday.

**Bank of America donation of storage space**
Miss Elton thanked Mr. Cammidge and Bank of America for arranging for the move and storage of office furniture used by the SYETP. She also thanked Mr. Coulter and Pacific Bell for the storage space they had provided over the past eight years.

**Public testimony on non-agenda items**
Mr. Ira Okun asked if the Job Corps Center proposal included an outline of jobs for which the Center would provide training. Mr. Holland said it only concerned site location.

The meeting was adjourned at 4:30 P.M.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** COUNCIL MEMBERS **DATE:** OCTOBER 7, 1993

**FROM:** EUNICE ELTON, PRESIDENT

**SUBJECT:** ATTACHED "THINK PIECE".



Mrs. Leslie Luttgens, chair of the Evaluation Committee, has asked that this paper be sent to all of you.

While some of us will surely quibble about the omission of a lot of specific pieces of legislation, the basic principle is not arguable. And certainly it is in line with what we are hearing from the present federal administration.

Some of this is reflected in papers currently circulating for comment about retraining, one-stop service centers, and so on.

We'll be sending you more, with fingers crossed.

Attachment

cc: Dean Smith, SJTCC

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RECEIVED AUG 11 1993

**STATE JOB TRAINING COORDINATING COUNCIL**

800 Capitol Mall, MIC-67
Sacramento, California 95814
(916) 654-6836
FAX (916) 654-8987

PETE WILSON, Governor

Barbara M. Pearson
Chairperson

Dean K. Smith
Executive Director

August 6, 1993

TO: See Attached Mailing List

SUBJECT: Policy Paper - *Bringing Down the Barriers*

There has been much discussion and debate over the past few years regarding the abilities and capabilities of our national workforce, and the various education, employment and training systems established to develop that workforce. Earlier this year, the National Association of State Job Training Coordinating Council Chairs issued a policy paper which contains recommendations that build upon the existing collection of programs, to form them into a rational, cost effective, accountable human resource investment system. A copy of that paper, entitled *Bringing Down The Barriers*, is attached for your review.

The State Job Training Coordinating Council shares the conviction of the National Association *"that change to our existing system is critically needed if we are to create a world class workforce."* On September 28, 1993, the Coordination Committee of our Council will consider the various recommendations contained in the attached policy paper, and whether those recommendations should be advocated at this time for adoption by the public education, employment and training programs operating in California. Should the Council subsequently adopt any of those recommendations, State Plans submitted by various federally funded programs to the Council for comment will be reviewed within the context of Council action. The Council's actions will also be recommended to the Governor for incorporation in the biennial Governor's Coordination and Special Services Plan.

The recommendations contained in the policy paper, if adopted, could eventually affect programs under your administration and oversight. Accordingly, your comments regarding the policy paper are now being solicited, before the Coordination Committee formally begins its deliberations on the recommendations. Comments received by September 13, 1993, will be timely for distribution to Committee members. Your comments should be sent to:

SJTCC Coordination Committee
Attention: John Corcoran
800 Capitol Mall, MIC 67
Sacramento, CA 95814

Questions regarding the paper and this request for comments can be directed to John Corcoran or Ronald Teel at (916) 654-6836.

Sincerely,

Barbara M. Pearson

BARBARA M. PEARSON
Chairperson

Attachment

# BRING DOWN THE BARRIERS

**Policy Recommendations From
The National Association of
State Job Training Coordinating
Council Chairs**

**April 1993**

# BRING DOWN THE BARRIERS

## Policy Recommendations From the National Association of State Job Training Coordinating Council Chairs

The need for a coordinated, integrated, cost effective human resource investment system has never been more clear. The workforce, its abilities and capabilities, will be one - if not the most important - determining factor in our economic future. And our country's economic future will be synonymous with our future as a world leader. More importantly, it will determine how well we and our children can expect to live in the 90's and beyond.

Given the critical need for a "world class" human resource investment system, what do we have in place today? The system that has been created at the Federal level is little more than a collection of programs developed by various congressional committees in response to particular needs of targeted populations. They are programs that provide a wide array of similar, often identical services. They are programs that in many instances serve the same people. They are programs that are individually underfunded but collectively spend nearly $10 billion a year. In the final analysis, they are programs that for the most part go about their job in a totally independent fashion, resulting in a fragmented response to the interrelated needs of the people who need their help. The Federal programs that fall into this category include:

- The Job Training Partnership Act
- Carl Perkins Vocational and Applied Technology Education Act
- The Adult Education Act
- The Job Opportunities and Basis Skills Training Title of the Family Support Act
- The Economic Dislocation and Worker Adjustment Assistance Act
- Trade Adjustment Assistance Act
- Wagner-Peyser Act
- Vocational Rehabilitation Act
- Food Stamps, Employment and Training Programs
- Refugee Assistance Act
- State Legalization Impact Assistance Grants
- Stewart McKinney Homeless Assistance Act, Employment and Training
- Title V, The Older Americans Act

**Program Recommendations**

While there is strong sentiment for a total rebuilding of the system from the ground up, reality dictates that every effort be made to work with the existing collection of programs to form them into a rational, cost effective, accountable human resource investment system. To accomplish this, the legal and institutional barriers that have provided reasons for keeping these programs apart must be brought down. To that end, the State Chairs Association strongly recommends that the Congress and the Federal Government take the following action regarding these programs:

1. Develop and require all programs to use a core information system with uniform terms and definitions. This core system should at a minimum capture basic demographic information, record services provided, and report outcomes obtained. The system should be set up so that all programs share information and can eliminate duplicative data collection. (See Attachment A for examples of terms to be considered for standardization.)

2. Develop a complementary set of results oriented performance standards that lead to long-term self-sufficiency for all the programs in the system and then use these outcome measures to manage the programs.

3. Standardize the fiscal and administrative procedures and cost categories that currently apply to the programs. By doing this, a level playing field can be created that will facilitate program integration. (See Attachment B for examples.)

4. Require each State to construct a single, integrated human resource investment plan that establishes goals, objectives, and outcome expectations for each of the programs involved.

**System Recommendations**

Along with the need for attacking the barriers that have effectively served to keep programs apart for decades, the State Chairs recognize the need for establishing groups at the federal, state and local levels to take a leadership role in bringing the above referenced programs together as a system. To this end, the following recommendations are strongly endorsed:

1. Establish a Federal Human Resource Investment Board by Presidential Executive order. This board should have a majority of members from the private sector, include the majority and minority leadership of the House and Senate along with representatives from the applicable federal agencies that administer workforce investment programs. The board should be vested with the authority to grant waivers to provisions of existing law and regulations to facilitate program integration and experimentation.

   The ability to waive federal regulations and conflicting portions of laws is absolutely critical if we truly want to hasten the building of a coordinated human resource investment system. This was a key recommendation of the NGA report Streamlining and Integrating Human Resource Development Services for Adults. Private sector involvement and human resource integration is good for states, and will be helpful at the federal level as well.

   We need to replace the current fragmented policymaking process with a streamlined, consolidated, coordinated approach which includes agencies having programmatic responsibility, the legislative branch, the private sector which are the consumers of our human resource products and services, labor, and the public interest community.

   These are the players that we want at both the state HRIC level and in a comparable HRIC at the federal level. These are also the kind of representatives which have made the workforce development policy boards of Europe and Japan more effective. It is clear that some public/private sector policy board, vested with the ability to foster generic national policy and tear down the barriers that prevent state and local areas from building an integrated system, is critically needed.

2. Encourage States to establish State Human Resource Investment Councils to replace all existing councils and boards required under these Federal statutes. This HRIC should be vested with the responsibility for planning, development and monitoring a comprehensive workforce investment system in every state. It is strongly recommended that Congress provide incentives for States to establish HRIC's, and that technical assistance be provided to the states and localities through public interest groups such as the National Governors' Association, the National Association of Counties, the National Association of Private Industry Councils, and the National League of Cities, etc.

3. Encourage local jurisdictions to establish Human Resource Investment Boards to oversee all programs at the local level and be vested with the authority to approve or disapprove local plans for federal funds. The majority of human resource investment services are delivered by local program providers, and while the state and local role differs vastly, the idea of a private sector/government board at the local level, with the authority to require integrated planning and to provide a single point of oversight and accountability, is believed to be essential.

   Local elected officials would be charged with the responsibility of establishing a private sector/government board to fulfill this function. Existing PICs may be used if appropriate, but if unable to handle the function, local elected officials would be able to reconstitute a more appropriate PIC for this purpose. In order to be successful, PICs, or reconstituted PICs will need to include individuals who have responsibility for or experience and expertise with other human resource development programs such as literacy, vocational education, skill upgrading, unemployment insurance, economic development, post-secondary student financial aid programs, etc.

The Association of State Chairs believes that change to our existing system is critically needed if we are to create a world class workforce. The changes outlined will provide an opportunity for states and local jurisdictions to move aggressively to pull the existing programs together as one system that can address the needs we face, be accountable and make the greatest use of the available resources.

# ATTACHMENT A

## SELECTED TERMS TO BE CONSIDERED FOR STANDARDIZATION

It is understood that the standardization of all the terms listed below may not be feasible initially. Immediate work on common definitions should focus on those terms which effect eligibility determination.

Adult

Allowable support services

Applicant

Assessment

At risk

At risk youth

Barrier to employment

Basic employability skills

Basic academic skills

Case closure

Case management

Characteristics

Citizenship

Clients

Competencies

Completer

Confidentiality

Coordination

Core demographic

Counseling

Dependent

Disallowed income

Dislocated worker

Displaced homemaker

Economically disadvantaged

Educational placement

Educationally disadvantaged

Emancipated youth

Employability development plan

Employable

Employed

Enrollment

Entered employment

Exemplary programs

Family

Family income

Follow-up

Foster child

Gross wages

Handicapped

Holding status/period of known activity

Homeless

Income disregard

Individual

Job ready

Job retention

Job development

Job placement

Limited English proficiency

Limited work experience

Literacy

Long-term unemployed

Long-term welfare recipient

Migrant farmworker

Migrant food processing worker

Needs-based payments

Not in labor force

Obligated funds

Obtained employment

Offender

Older worker

On-the-job training

Ownership of resources

Participant

Performance measurement/standard

Personal management skills

Personal income

Placed in unsubsidized employment

Potential dropout

Public assistance

Race/ethnic group

Recently separated veteran

Recidivism

Resources/assets

Resources on order

Retention

School dropout

Seasonal farmworker

Student

Subsidized job

Substance abuse

Suitable employment

Teenage parent

Termination

Underemployed

Unemployed individual

Unsubsidized job

Veteran

Vietnam-era veteran

Work experience

Youth

Youth AFDC recipient

# ATTACHMENT B

## FISCAL BARRIERS

### Cost Categories

Cost categories vary dramatically from program to program, making it difficult to manage programs funds by multiple sources. For example, JOBS requires each dollar spent to be identified with ten or eleven program activities and two different matching rates. JTPA has three specific cost categories: administration, direct training services, and training-related and supportive services. Support and administration are defined differently in JTPA and JOBS. EDWAA has some similar, but some different, cost categories: administration, support services and needs-related payments, retraining, basic adjustment, and rapid response. The Adult Education Act requires state and local matching. AEA state administrative expenses include all management and supervisory expenditures and expenditures for state advisory councils. At the local level 95 percent of the grant must be spent on adult education instructional activities. The remaining may be used for local administrative costs, including planning, administration, evaluation, personnel development, and coordination. Other AEA cost categories at the state level include programs in public housing, special projects and teacher instruction. Instructional programs include local expenditures for client training. The vocational education legislation has categories for state administration, state leadership, sex equity, offenders, and single parents and displaced homemakers.

### Cost Limitations

Cost limitations now are defined differently across programs. For example, JTPA Title IIA and IIC allow up to 20 percent to be spent on administration, and no less than 50 percent on direct training. Alternatively, JOBS does not have cost limitations, except as they impact on matching rates; JOBS does have minimum cost levels for target groups. EDWAA has three cost limitations. First, 50 percent of annual SSA expenditures must be on retraining services. Second, end-of-year administrative expenditures are not to exceed 15 percent of total program year expenditures. Finally, there is a cap of 25 percent for support services and needs-related payments at the state and substate level. As of July 1, 1991, there was a 5 percent cap on state administrative expenses under the Adult Education Act. Local administrative costs are equal to 5 percent, but this amount is subject to negotiations with the state education department. Funds for the AEA's state-level special demonstration projects and teacher training programs currently are pegged at not less than 15 percent of the state grant; of this, two-thirds must be spent on training. AEA also contains a 10 percent setaside for institutionalized adults and allows the state to determine the setaside for public housing authority programs. The Perkins legislation allows 5 percent or $250,000 for state administration, whichever is higher; of this amount $60,000 must be spent for sex equity administration. The federal funds also must be matched dollar for dollar with state funds. Both the AEA and Perkins legislation also requires "maintenance of effort" at the state and local levels. States and local agencies must match or exceed their expenditures in the previous year.

## Funds Obligated and Carryover Provisions

Currently, programs have different carryover provisions. For example, JOBS does not allow any funds to be carried over to the next fiscal year, but does allow for obligated funds to be liquidated during the twelve months following the end of the fiscal year. The JTPA program year is different than the JOBS fiscal year. JTPA gives two additional years to obligate allowable carryovers of up to 15 percent of funds allocated in a specific fiscal year. EDWAA allows only a 20 percent carryover of the state allotment from one year to the next. Both the Adult Education Act and the Carl Perkins Vocational Education and Applied Technology Act are forward-funded because school budgets are prepared about a year in advance. Therefore, funds under AEA and Perkins can be carried over for twenty-seven months. If not expended in this time, funds revert to the federal government.

Mailing List - Policy Paper: Bringing Down the Barriers

Chairperson, Private Industry Councils
Administrator, Service Delivery Areas
Chairperson, California Council on Vocational Education
Chairperson, Employment Training Panel
Chairperson, State Personnel Board
Attn: Career Opportunity Development Program
Chairperson, State Social Services Advisory Board
Director, Employment Development Department
Attn: Job Training Partnership Act Program
Job Agent Program
Job Service Program
Services Center Program
Veterans Services Program
Wagner-Peyser Program
Director, California Conservation Corps
Attn: Training and Work Program
Director, California Youth Authority
Attn: Ward Education and Employment Program
Director, Department of Aging
Attn: Senior Community Employment Services Program
Director, Department of Corrections
Attn: Vocational Education Program
Director, Department of Economic Opportunity
Attn: Community Services Block Grant Program
Emergency Community Services to the Homeless Program
Director, Department of Housing and Community Development
Attn: Comprehensive Homeless Assistance Program
Director, Department of Industrial Relations
Attn: Apprenticeship Training
Director, Department of Rehabilitation
Attn: Supported Employment Program
Vocational Rehabilitation Services Program
Director, Department of Social Services
Attn: GAIN/JOBS Program
Food Stamp Employment and Training Program
Refugee Assistance Services Program
Chancellor's Office of the California Community Colleges
Attn: Vocational Education/Postsecondary Education Program
Superintendent, California Department of Education
Attn: Adult Education Program
Child Care Services and Child Development Program
Dropout Prevention Program
Vocational Education/Secondary Schools Program
Executive Director, Western Job Training Partnership Association
Executive Director, County Welfare Directors Association

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** MAYOR FRANK M. JORDAN
ALL COUNCIL MEMBERS

**DATE:** OCTOBER 30, 1993

**FROM:** EUNICE ELTON, PRESIDENT

Eunice Elton

**SUBJECT:** EXECUTIVE SUMMARY OF THE PIC'S JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAM STATISTICS FOR PROGRAM YEAR 1992 (PY'92).

Program Year 1992 (from July 1992 to June 1993) was the first year in the fifth biennial program planning period under the JTPA statute. For this year, nine separate JTPA subparts of this plan were developed, each was concurrently approved by the Mayor and the PIC, and each was eventually incorporated into one of six separate JTPA subgrant agreements between the State and the PIC. To implement these segments, the PIC developed, executed, and administered 410 subcontracts (34 were "prime" year-round subcontracts, fourteen were SYETP subcontracts, 198 were on-the-job training subcontracts and 164 were individual referral subcontracts) with the summary results shown below:

| | Accrued Expend. | Total Enrolled | Total Placed | Total O.P.Term. | Total Terms. | Place. Rate | O.P.Term. Rate |
|---|---|---|---|---|---|---|---|
| IIA-78% Basic | $3,349,617 | 917 | 551 | 140 | 914 | 60.3% | 75.6% |
| IIA-3% Older Individual | $285,559 | 99 | 75 | 13 | 99 | 75.8% | 88.9% |
| IIA-6% Incentive | $263,076 | 121 | 2 | 14 | 121 | 1.7% | 13.2% |
| IIA-8% GAIN | $298,270 | 47 | 2 | 7 | 39 | 5.1% | 23.1% |
| IIA-8% Assessment Ctr. | $267,362 | 3,336 | 24 | 0 | 3,255 | 0.7% | 0.7% |
| III-DCA Presidio | $47,963 | 14 | 1 | 0 | 1 | 100.0% | 100.0% |
| III-Formula Allocation | $424,111 | 90 | 41 | 0 | 82 | 50.0% | 50.0% |
| III-40% Retail Trade Workers | $177,157 | 38 | 22 | 0 | 38 | 57.9% | 57.9% |
| **IIA/III subtotals /a.** | $5,113,115 | 4,662 | 718 | 174 | 4,549 | 15.8% | 19.6% |
| IIB SYETP 1993 | $2,768,095 | 2,477 | 9 | 2,104 | 2,477 | 0.4% | 85.3% |

/a. "Subtotals" include data for **only** the eight year-round programs shown above; data for the 1993 JTPA Title IIB SYETP are not included in the subtotals.

All data are still subject to validation by representatives of State and Federal Governments.

The Act also requires the Secretary of Labor to establish national performance standards that can be adjusted for local labor market and specific program conditions. For San Francisco's Basic PY'92 JTPA Title IIA-78% Program Subpart, the six adjusted standards of the Secretary and the actual performance attained in San Francisco are:

| PERFORMANCE INDICATORS | PERFORMANCE STANDARD | ACTUAL PERFORMANCE | STANDARD MET |
|---|---|---|---|
| Adult Follow up Employment Rate /a. | 53.06% | 64.00% | YES |
| Adult Welfare Follow-up Employment Rate /b. | 44.57% | 58.40% | YES |
| Adult Follow-up Weekly Earnings /c. | $249.74 | $280.00 | YES |
| Adult Welfare Follow-up Weekly Earnings /d. | $237.26 | $287.00 | YES |
| Youth Entered Employment Rate /e. | 47.01% | 47.42% | YES |
| Youth Employability Enhancement Rate /f. | 22.77% | 32.22% | YES |
| "High Risk Youth" Positive Termination Rate /g. | NA | 63.03% | NA |

(Footnotes are at the top of the second page)

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/a. The total number of adult (aged 22 or more) respondents who were employed during the 13th full calendar week after termination, divided by the total number of adult respondents times 100%.

/b. The total number of adult welfare recipient respondents who were employed during the 13 full calendar week after termination, divided by the total number of adult welfare respondents times 100%.

/c. The total weekly earnings for all adult respondents employed during the 13th full calendar week after termination, divided by the total number of adult respondents at the time of follow-up.

/d. The total weekly earnings for all adult welfare recipient respondents employed during the 13th full calendar week after termination, divided by the total number of adult respondents at the time of follow-up.

/e. The total number of youths (16 - 21 years of age) who entered employment at termination divided by the total number of youths who terminated for all reasons other than those youths who were terminated as Remained in School or Returned to School times 100%.

/f. The total number of youths (16 - 21 years of age) who attained one or more of the employability enhancements at termination, regardless of whether they also obtained a job, divided by the total number of youths who terminated for all reasons times 100%.

/g. The number of "high risk youths" (as defined by the State) who were terminated for "positive reasons" divided by the total number of "high risk youths" who terminated for all reasons times 100%. This is a standard established by the Governor. Its standard value is not available (NA) yet; however, the actual value is based on the fact that 63% of all youths enrolled in the Basic PY'92 JTPA Title IIA-78% Program Subpart met the State's definition of "High-Risk Youth".

The Governor is required to use six percent of the PY'92 Title IIA monies allotted to the State for "incentive awards" to those Service Delivery Areas where actual PY'92 performance "exceeded" the PY'92 standards (in California, this is defined as five or more of the Secretary's six standards having been surpassed) or for "technical assistance" where the standards have been just "met" or "not met" at all (defined as where four or fewer of the Secretary's six standards have not been met).

Immediately attached are the State Employment Development Department's estimated characteristics of San Francisco's "JTPA-eligibles" in PY'92, the PY'92 enrollment goals for each of these groups of "JTPA-eligibles" approved by the Mayor and the PIC, and the characteristics of those who were actually enrolled in each of these eight program subparts during PY'92 and, of those who (after completing training), were placed in jobs during PY'92.

SEE EVALUATION COMMITTEE PROCEEDINGS FOR ATTACHMENTS

Also attached are more-detailed statistical reports for individual JTPA Program Subparts and for individual "Prime" PIC Subcontractors within each of them. The full PIC will begin reviewing both reports.

During PY'92 there were two other JTPA Titles IIA (8%)-SECG Programs and a JTPA Title IVC Program operating in the City and County of San Francisco under agreements between two different agencies of the State of California and three locally-based organizations. Since the PIC was not a party to any of these three agreements, no data on any of those three programs are contained in this report.

Please contact Raymond Holland or me if you have any questions or comments about this report.

cc: Members, PIC Evaluation Comm.
Members, PIC Planning Comm.
PIC, Mayor's and SFDSS Staffs
PIC Subcontractors
Cyrus Hubbard, COCCC
Judy Kuhlman, EDD/JTPD
Jaqui Sikoryak, EDD/JTPD
Linda Kalvelage, EDD/JTPD
Dean Smith, SJTCC
Jim Spano, CDE/EPU

October 30, 1993

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than the Friday, November 5th*

| | |
|---|---|
| DATE: | Tuesday, November 9th, 1993 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

**Revised Agenda**

1. Record the roll
2. Adoption of the agenda *
3. Approval of minutes from September 14th meeting (enclosed) *
4. Public testimony on agenda items * *
5. Chairman's report
   PIC's strategic planning session
6. Committee reports
   a. Audit Committee — Lee Soto
   b. Summer Jobs Committee — Billy Ray
7. Staff reports
   a. Summer Youth Employment & Training Program — Winna Davis
   b. STEP report — Joyce Crum
8. President's report — Eunice Elton, with help from Ray Holland
9. Public testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued November 3rd, 1993*

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## MINUTES

for a meeting
of the Private Industry Council of San Francisco

*November 11, 1993*

**Members present:** Chairman John Dewes, Mr. John Cammidge, Dr. Brenda Cochrane, Mr. Steve Coulter, Ms. Linda Davis, Ms. Mary Edington, Mr. Gary Fitschen, Mrs. Leslie Luttgens, Mr. Craig Martin, Mr. Stan Moy, Mr. Billy Ray, Mr. Leandro Soto, Ms. Barbara Thompson and Mr. Craig Wolfson

**Members responding to telephone poll:** Ms. Vanessa Johnson and Dr. Chui Lim Tsang

**Staff present:** President Eunice Elton, Ms. Brenda Brown, Ms. Joyce Crum, Ms. Winna Davis, Mr. Wes Dixon, Ms. Roberta Fazande, Ms. Karen Hart, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega and Ms. Clara Wong

**Public present:** Mr. Ricardo Alva, Mr. Larry Chatmon, Ms. Sun-Jung Cho, Ms. DeeAnne Davis, Mr. Angel Dominguez, Ms. Maria Estrada, Ms. Joan Ha, Ms. Kristen Ha, Mr. Isam Iddeen, Mr. Brendan Leung and Ms. Tami Yuki

The meeting was begun without a quorum, and Mr. Dewes instructed staff to obtain for the single action item the votes of members not in attendance.

**Adoption of the agenda**
The agenda was approved by acclamation.

**Approval of minutes**
A motion to approve the minutes of the September 14th meeting was made, seconded and unanimously approved by those members attending the meeting and responding to the subsequent telephone poll.

**Public testimony on agenda items**
There was no public testimony on agenda items.

**Chairman's report**

**Strategic planning session**
Mr. Dewes said that Ms. Barbara Shaw, the former chairwoman of both the Contra Costa PIC and the National Association of Private Industry Councils, has agreed to facilitate the Council's proposed strategic planning session. Mr. Dewes asked members to indicate on the memorandum distributed to them their preferences for the format, times and possible dates for the meeting.

**Committee reports**

**Summer Jobs Program Committee**
Although the 1993 Summer Jobs Program included one of its best publicity efforts in many years, Mr. Ray noted that placements were less than two-thirds of last year's total and half that of 1991. For next year's Program, he recommended a number of changes, including that the effort begin with a "kick-off" breakfast involving local business people; that the Program be managed by a executive loaned by a local company; and that the Program's activities be marketed as a year-round service in order to maintain continuity and a consistent profile among employers. Mr. Dewes asked Mr. Ray to come back to the Council with detailed, written recommendations.

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Mr. Ray expressed concern that the San Francisco Chamber of Commerce's proposed jobs for youth effort, still under discussion, might duplicate functions of the PIC program and the Employment Development Department. Mr. Dewes said it was his understanding that the Committee on Jobs, which is working with the Chamber on the proposal, does not wish to duplicate services, but had intended to create a method for employers, not previously supporting the jobs programs of the PIC or other San Francisco agencies, could become involved.

**Audit Committee**
Mr. Soto announced that the PIC has issued a Request for Proposals for audit services. Staff will score the proposals for action by the Audit Committee, and the Commitee's recommendations will be brought to the Council for action.

**Staff reports**

**SYETP**
With a budget of $3.2 million, the Summer Youth Employment and Training Program served actually 2,477 low income, San Francisco youths, said Ms. Winna Davis, the PIC's SYETP coordinator. Ms. Davis said that the Program came close to meeting the goals set by the Council for groups to be served, and that 54% of participants received some form of public assistance.

**STEP**
Ms. Joyce Crum said that after review by the San Francisco Unified School District, the report on STEP will be submitted to the Evaluation Committee for action. Ms. Crum said the report suggests that STEP has a "definite impact" upon the education of its participants during the course of the program, but the effects afterward are less clear. STEP staff are collecting more detailed information on the second group of participants in order to gain a clearer idea of the program's impact.

Ms. Crum extended specific praise to Mr. Boyce Bennett, the lead STEP teacher, for his unceasing and enthusiastic efforts on behalf of the students.

**Brown Act amendments**
Amendments broadening the scope of the state's Brown Act, which take effect in 1994, and San Francisco's Sunshine Act, which is effective beginning December 17, will probably change the way the PIC conducts its meetings, Mr. Holland said. San Francisco's law is stricter than the state's, and, among other things, requires that minutes be prepared for all meetings and be completed within ten days of the meeting date; prohibits fax or telephone balloting of members for meetings which otherwise lack a quorum; requires that all Council meetings — including retreats and even social events — be announced with a posted agenda; and makes more Council information a matter of public record. While the City's deputy city attorney believes the Council is not bound by the new requirements, Mr. Holland said he believes that it is. A formal opinion will be ready in time for the Council's next meeting, he said.

Mr. Dewes observed that restrictions on telephone and fax balloting will make it absolutely necessary that PIC members attend meetings so that a quorum can be achieved.

**Base closures**
The PIC is providing services to civilian employees affected by the closure of military bases being conducted in San Francisco over the next few years, Mr. Holland said. The work has required staff to learn the Navy, Army and Department of Defense's many and different acronyms, and has been hampered by changes in authority when Treasure Island and Hunter's Point Naval Shipyard were recently combined under a single command.

**FESA amendments**
The Family Economic Security Act, the state law that implemented the federal Job Training Partnership Act in California, has been amended to conform with changes made to the Act, Mr. Holland said. Although apparently neither required nor prohibited by federal law, the Director of EDD is reported to have asked that FESA be amended to require that PIC chairs be appointed by a Service Delivery Area's Chief Elected Official, a proposal opposed by many PICs. That amendment was also enacted.

**Assessment Center**
The San Francisco Assessment Center is funded with JTPA 8% funds over which the State Department of Education and the Chancellor's Office have control. Federal law requires the Governor and these two agencies enter into an agreement with the Employment Development Department before monies can be allocated, but, Mr. Holland said, no such agreement has been executed in California, and as a result the Assessment Center has been run for the past five months on borrowed money.

**President's report**

**Garment industry program**
Miss Elton said that the Wage and Hour Division of the Department of Labor has proposed a method for bringing garment making firms into compliance with labor laws. The proposal includes training for jobs involving the creation of garments with higher technology equipment, for which PIC has been asked to find some money. Miss Elton said she would come back to the Council for approval before becoming involved in anything.

**Public testimony on non-agenda items**
There was no public testimony on non-agenda items.

The meeting was adjourned at 4:35 P.M.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS **DATE:** NOVEMBER 11, 1993

**FROM:** GREG MARUTANI, SECRETARY

**SUBJECT:** SCHEDULE AND LOCATION OF 1994 PIC MEETINGS.

The schedule of the 1994 PIC meetings has been set for the auditorium on the 26th floor at Pacific Bell located at 140 New Montgomery Street. These meeting dates are listed below.

January 11, 1994
March 8, 1994
April 12, 1994
May 10, 1994
July 12, 1994
September 13, 1994
November 8, 1994

Our thanks are again extended to Steve Coulter for his support in booking these dates for our meetings.

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS
MAYOR JORDAN

**DATE:** DECEMBER 17, 1993

**FROM:** GARY FITSCHEN, CHAIRMAN

Bernine Elton for Gary Fitschen

**SUBJECT:** PLANNING COMMITTEE RECOMMENDATIONS FOR COMPLETING, ADJUSTING, AND MODIFYING THE PY'93 PORTION OF THE PY'92-'93 JOB TRAINING PLAN

A quorum of the Planning Committee held a public hearing on December 17th to formulate and approve the following two and attached sets of recommendations with respect to the current Program Year 1993 portion of San Francisco's Biennial PY'92-'93 Job Training Plan.

1. On pages 3-16, the recommended "Adult Employment Competencies" (AECs) and "Youth Employment Competencies" (YECs) for each PY'93 PIC Subcontract under each of the various JTPA Title II Subpart Accounts which, after extensive discussion, the Committee adopted unanimously.

   - Basically, these are the specific skill levels or competencies that participants would be expected to have acquired by the end of each program as a result of their participation. The AECs and YECs being recommended received the unanimous approval of the Committee.

   - The AECs and YECs serve as either a supplement to or substitute for the primary goal of placement in a job for which the training is designed. Since each subcontracted program is generally targeted on a different group of specified eligible individuals and on a different group of occupations for which they are being trained, the AECs and YECs for each subcontract differ from those of other subcontracts. However, since they are fundamentally intended to reflect the specific skills and competencies being required by employers for the jobs that are specified, each of them must be approved by the Private Industry Council.

   - The AECs and YECs being recommended are based on those that were originally proposed by each subcontractor for PY'92 and PY'93 in March of 1992, those that were incorporated (some with minor modifications) in their respective PY'92 subcontracts, and those that have since been incorporated (again, with some very minor modifications in a few instances) in their respective PY'93 subcontracts. Thus, with the exception of a few minor modifications being recommended, all of these AECs and YECs have been reviewed and approved by the Council at least twice previously.

2. On pages 17-23, the modified budgets for most of the PIC's PY'93 Subcontracts under the various JTPA Title II Accounts which, after extensive discussion and the abstention of two members with conflicts of economic interests, were adopted unanimously with some additional staff work needed. These recommended budget modifications would commit:

   - all monies under any of the PIC's JTPA Title II Accounts that remained unspent at the end of PY'92 [the Act has always required that all available JTPA monies be spent within three years of their allocation or returned to the Federal Treasury, that eighty percent of all available JTPA Title III monies be spent within the first year of their allotment or they will be reallotted to other states, and the amended Act now requires that at least eighty-five percent of all available JTPA Title II monies be obligated (but not necessarily spent) within the first year of their allocation or they will be reallocated to other SDAs within the State];

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- all "excess unspent PY'92 monies" from other California SDAs that have so far been reallocated to San Francisco by the State in accordance with its requirement (the continuation of which is still unknown) that at least eighty percent of all available Title II funds must be spent within the first year of allocation or it will be reallocated to other SDAs;

- all PY'93 JTPA Title II monies that were reserved for specific contingencies approved by the Mayor and the PIC in May of this year; and

- some of the supplemental 1993 JTPA Title IIB-Summer Youth Employment and Training Program monies appropriated and allocated in July of this year which the Council, the Mayor, and the Governor previously approved being transferred to year-round programs.

cc: Members, Planning Committee
PIC Staff and Subcontractors
Jaqui Sikoryak

## RECOMMENDED ADULT AND YOUTH EMPLOYMENT COMPETENCIES

### Summary of PY'93 PIC JTPA Subcontracts which include AECs and YECs

| Older Worker Programs | AECs | YECs |
|---|---|---|
| City College/John Adams | x | |
| Jewish Vocational Service | x | |
| Korean Center, Inc. | x | |
| Potrero Hill Community Dev. Corp. | x | |
| San Francisco Renaissance Exp. Plus | x | |
| Self Help for the Elderly | x | |

| State Coordination Grants | AECs | YECs |
|---|---|---|
| Arriba Juntos | x | |
| The Family School | x | x |

| Basic Training Programs for Disadvantaged Adults | AECs | YECs |
|---|---|---|
| Arriba Juntos | x | |
| Asian Neighborhood Design | x | |
| Bay Area Urban League | x | |
| Career Resources Dev. Ctr. | x | |
| Chinatown American Cooks School | x | |
| Eng. Soc. Comm. Manpower Training | x | |
| Jewish Vocational Services | x | |
| Korean Center | x | |
| Mission Language & Voc. School | x | |
| Northern California Service League | x | |
| Potrero Hill Community Dev. Corp. | x | |
| S.F. Vocational Services | x | |
| Swords to Plowshares | x | |

| Basic Training Programs for Disadvantaged Youths | AECs | YECs |
|---|---|---|
| Asian Neighborhood Design | | x |
| Career Resources Dev. Center | | x |
| Community Educational Services | | x |
| Glide/Vietnamese Youth Dev. Center | | x |
| Korean Center | | x |
| Mission Language & Vocational School | | x |
| Potrero Hill Community Dev. Corp. | | x |
| S.F. Conservation Corp | | x |
| S.F. Educational Services | | x |

AECs - Adult Employment Competencies
YECs - Youth Employment Competencies

## City College of San Francisco
## Older Worker-Occupational Classroom Training

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The subcontractor will provide a minimum of one hundred eight (108) hours of training for AEC attainments. The PIC will issue a certification of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   passed the worksite internship Evaluation on all items with a satisfactory score, and increase at least 30 percentage points over entry on the childcare assessment test.

## Jewish Vocational Service
## Older Worker-On-the-Job Training

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

## Korean Center, Inc.
## Older Worker-Occupational Classroom Training/English-as-a-Second Language

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of one hundred eighty (180) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills

   a. can type 30 words per minute if entered with no typing skills (0-19 wpm), or increase their typing skills by at least 10 wpm if entered with typing skills at 20 wpm or more.

   b. passed the Korean Center developed Sales and Service Skills Test with minimum score of 50% or an improvement of at least 50% over the entry-level score, whichever is greater.

## Potrero Hill Community Development Corporation
## Older Worker-On-the-Job Training

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

### Renaissance/Experience Plus
### Older Worker-Occupational Classroom Training

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of one hundred twenty (120) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   Passed the Renaissance/Exp. Plus-developed final exam with a minimum improvement of at least 50% or a minimum 70% score.

### Self-Help for the Elderly
### Older Worker-Occupational Classroom Training/English-as-a-Second Language

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of ninety-four (94) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   Passed the SHE-developed housekeeping skills' post-program test with a minimum 70% score in both Parts A and B, and passed the SHE-developed Housekeeping Practical Training Assessment with a minimum 70% score in both Parts 1 and 2.

### Arriba Juntos
### GAIN/Coordination Grant-Basic Remedial Education

**Adult Employment Competencies (AECs):**
Basic educational skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The participants will receive a minimum of five hundred (500) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Basic Educational Skills
   a. have improved a minimum of two-grade levels in both math and reading skills as determined by the Test of Adult Basic Education (TABE), or

   b. have obtain a GED.

### The Family School
### GAIN/Coordination Grant-Basic Remedial Education

**Adult Employment Competencies (AECs):**
Basic educational or job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The participants will receive a minimum of three hundred fifty (350) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Basic Educational Skills
   a. have improved a minimum of two-grade levels in both math and reading skills as determined by the Adult Basic Learning Examination (ABLE), or the Test for Adult Basic Education (TABE) or

   b. have obtained a G.E.D., or

2. Job Specific Skills
   have satisfactorily completed the computer literacy class: Apple IIE Introductory Diskette and typing software program, and completed a résumé on the word processing program.

**Youth Employment Competencies (YECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The participants will receive a minimum of three hundred fifty (350) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills
   a. have improved a minimum of two-grade levels in both math and reading skills as determined by the ABLE, or the TABE, or

   b. have obtained a G.E.D., and
2. Job Specific Skills
   have satisfactorily completed the computer literacy class: Apple IIE Introductory Diskette and typing software program, and completed a résumé on the word processing program.

**Arriba Juntos**
**Basic Program-On-the-Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills as indicated below will be used for the attainment of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

**Asian Neighborhood Design**
**Basic Program-Occupational Classroom Training**

**Adult Employment Competencies (AECs):**
Basic educational or job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of two hundred ten (210) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Basic Educational Skills
   a. increase a minimum of one half grade level in reading as determined by the Test of Adult Basic Education (TABE), and

   b. participants will be pre and post-tested with an AND developed Basic Math Test and must achieve the required exit-test scores as determined by their individual entry-test scores:

| Math Entry | Math Exit | Maximum Increase |
|---|---|---|
| 10% | 60% | 50% |
| 20% | 70% | 50% |
| 30% | 70% | 40% |
| 40% | 70% | 30% |
| 50% | 80% | 30% |
| 60% | 90% | 30% |

   or,

2. Job Specific Skills
   participants must also satisfactorily complete two competency-based hands-on projects as certified by the instructor and must also achieve the required exit-test scores on the AND General Woodworking Test as determined by their individual entry-test scores:

| Woodworking Entry | Woodworking Exit | Minimum Increase |
|---|---|---|
| 0% | 50% | 50% |
| 10% | 60% | 50% |
| 20% | 70% | 50% |
| 30% | 70% | 40% |
| 40% | 70% | 30% |
| 50% | 80% | 30% |

**Bay Area Urban League**
**Basic Program-On-the-Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills as indicated below will be used for the attainment of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

**Career Resources Development Center**
**Basic Program-Occupational Classroom Training/English-as-a Second Language**

**Adult Employment Competencies (AECs):**
Basic educational or job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of three hundred fifteen (315) hours (nine weeks) of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Basic Educational Skills
   a. for limited English-speaking participants, increased one ESL level (100 points) on the Structured Test of the English Language (STEL) for example, from ESL 300 to 400 or for fluent English speakers, improved three scale scores (for example, from 215 to 222) on the Comprehensive Adult Student Assessment System (CASAS), Level C test, and

   b. increased twenty (20) percentage points on the CRDC developed math test, or

2. Job Specific Skills

   a. an increase of 20 wpm on the Almena typing test,

   b. demonstrated ability to produce error-free copy in standard letter, memo, and report format, (as per instructor evaluation)

   c. demonstrated ability (as per instructor evaluation) to perform basic workstation operator functions and some system operator functions, e.g., printer operations, initial program load and diskette handling,

   d. demonstrated knowledge of IBM AT's and XT's (per instructor evaluation),

e. a minimum score of 70% on the Word Perfect test, and

f. a 10 key increase of 80 spm (Business Services only),

g. a minimum score of 70% on medical terminology and first aid test (Medical/Clerical only).

**Chinatown American Cooks School**
**Basic Program-Occupational Classroom Training**

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of three hundred eighty-five (385) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   passed the Chinatown American Cooks Culinary exam with a score of 50 percentage points above their entry scores.

**Engineering Societies' Committee for Manpower Training**
**Basic Program-Occupational Classroom Training/On-the-Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of two hundred seventy (270) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   passed the General Drafting Examination (G.D.E.) with a minimum correct score of 70%. The G.D.E. measures technical writing - perform lettering, architectural and engineering scale reading, geometrical drawing, minor shape description, sketching, dimensioning techniques, sectional views, and conventions and production of simple working drawing.

**Jewish Vocational Services**
**Basic Program-On-the-Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills as indicated below will be used for the attainment of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

**Korean Center, Inc.**
**Basic Program-Occupational Classroom Training/English-as-a-Second Language**

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of two hundred seventy (270) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   a. improved at least 30 wpm in typing as determined by the KCI developed typing test, and

   b. passed the Word Processing Competency Test with a score of 60% or an improvement of at least 50% over the entry-level score, whichever is greater.

**Mission Language and Vocational School**
**Basic Program-Occupational Classroom Training/English-as-a-Second Language**

**Adult Employment Competencies (AECs):**
Basic educational or job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of 50% of the scheduled classroom training hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Basic Educational Skills
   a. minimum attainment of ESL 400 as determined by the English Placement Test (EPT) for VESL I (0-200 ESL),or

   b. minimum one ESL level (100 points) improvement as determined by the English Placement Test (EPT) for all other ESL components, or

   c. minimum one grade level improvement in English as determined by the Test of Adult Basic Education (TABE) for English speaking participants, and

   d. minimum one grade level improvement in math as determined by the Test of Adult Basic Education (TABE) for all participants, or

2. Job Specific Skills
   a. knowledge of typewriter keyboard by touch,
   b. increased typing speed by 20 wpm,
   c. achieved 60 spm on 10 key calculator, and
   d. passed the alpha/numeric filing test in 5 minutes.

**Northern California Service League**
**Basic Program-On-the Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills as indicated below will be used for the attainment of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainment. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

**Potrero Hill Community Development Corporation**
**Basic Program-Basic Remedial Education**

**Adult Employment Competencies (AECs):**
Basic educational skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of one hundred twenty-seven (127) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Basic Educational Skills

   a. improved one grade level in both math and reading as determined by the Test of Adult Basic Education (TABE), or

   b. have obtained a GED or passed the California High School/Proficiency Examination (CHSPE).

**San Francisco Vocational Services**
**Basic Program-Occupational Classroom Training**

**Adult Employment Competencies (AECs):**
Job specific skills will be used to determine the attainments of AECs. Participants are expected to attain the requirements as indicated below in order to achieve AECs. The Subcontractor will provide a minimum of two hundred forty-seven-one half (247.5) hours of training for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1 Job Specific Skills (each of the five vocational areas are designed to meet the individual need)

   a. Secretarial/Word Processing — increased typing speed by at least 10 wpm and scored at least 680 points or improved by at least 100 points on course exams, whichever increase is greater,

   b. General Office Assistant — increased typing speed by at least 10 wpm and scored at least 440 points or improved by at least 100 points on course exams, whichever increase is greater,

   c. Record Keeping/Data Entry — increased typing speed by at least 10 wpm and their 10-key test score by at least 50 spm and data entry to at least 12,000 sph and scored at least 280 points or improved by at least 100 points on course exams, whichever increase is greater,

   d. General Account Clerk — increased typing speed by at least 10 wpm and/or their 10-key test score by at least 50 spm and scored at least 390 points or improved by at least 100 points on course exams, whichever increase is greater,

   e. Customer Service — increased typing speed by at least 10 wpm and scored at least 265 points or improved by at least 100 points on course exams, whichever increase is greater.

**San Francisco Vocational Services**
**Basic Program-On-the-Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills as indicated below will be used for the attainment of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

**Swords To Plowshares**
**Basic Program-On-the-Job Training**

**Adult Employment Competencies (AECs):**
Job specific skills as indicated below will be used for the attainment of AECs. The OJT trainee must also complete a minimum of 50% of the OJT hours for AEC attainments. The PIC will issue a certificate of achievement for each adult who attains the AEC requirements.

1. Job Specific Skills
   met the job specific skill level requirements stipulated in the OJT contracts, as verified by the employers.

**Asian Neighborhood Design**
**Basic Program-Occupational Classroom Training**

**Youth Employment Competencies (AECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of two hundred ten (210) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each adult who attains the YEC requirements.

1. Basic Educational Skills
   a. increase a minimum of one half grade level in reading as determined by the Test of Adult BasicEducation (TABE), and

   b. participants will be pre and post-tested with an AND developed Basic Math Test and must achieve the required exit-test scores as determined by their individual entry-test scores:

| Math Entry | Math Exit | Maximum Increase |
|---|---|---|
| 10% | 60% | 50% |
| 20% | 70% | 50% |
| 30% | 70% | 40% |
| 40% | 70% | 30% |
| 50% | 80% | 30% |
| 60% | 90% | 30% |

2. Job Specific Skills
   participants must also satisfactorily complete two competency-based hands-on projects as certified by the instructor and must also achieve the required exit-test scores on the AND General Woodworking Test as determined by their individual entry-test scores:

| Woodworking Entry | Woodworking Exit | Minimum Increase |
|---|---|---|
| 0% | 50% | 50% |
| 10% | 60% | 50% |
| 20% | 70% | 50% |
| 30% | 70% | 40% |
| 40% | 70% | 30% |
| 50% | 80% | 30% |

**Career Resources Development Center**
**Basic Program-Occupational Classroom Training/English-as-a Second Language**

**Youth Employment Competencies (YECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of three hundred fifteen (315) hours (nine weeks) of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills

   a. for limited English-speaking participants, increased one ESL level (100 points) on the Structured Test of the English Language (STEL) for example from ESL 300 to 400 or for fluent English speakers, improved three scale scores (for example, from 215 to 222) on the Comprehensive Adult Student Assessment System (CASAS), Level C test, and

   b. increased twenty (20) percentage points on the CRDC developed math test, and

2. Job Specific Skills

   a. an increase of 20 wpm on the Almena typing test,

   b. demonstrated ability to produce error-free copy in standard letter, memo, and report format, (as per instructor evaluation)

   c. demonstrated ability (as per instructor evaluation) to perform basic workstation operator functions and some system operator functions, e.g., printer operations, initial program load and diskette handling,

   d. demonstrated knowledge of IBM AT's and XT's (per instructor evaluation),

   e. a minimum score of 70% on the Word Perfect test, and

   f. a 10 key increase of 80 spm (Business Services only),

   g. a minimum 70% on medical terminology and first aid test (Medical/Clerical only).

**Community Educational Services**
**Basic Program-Occupational Classroom Training/English-as-a-Second Language**

**Youth Employment Competencies (YECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of one hundred fifty (150) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

Basic Educational Skills

1. improved one grade level (100 ESL points) in English abilities as determined by the Iylin Language Proficiency Test, or have improved one grade level in reading abilities as determined by the Test of Adult Basic Education (TABE) if at ESL 600 when enrolled, and

2. improved on a pre-test at least 50 percentage points on a CES developed math test if scored from 0-33% or have at least 30 percentage points if scored from 34%-73% or have improved at least 7 percentage of score from 80%-93%, and

Job Specific Skills

1. can type 35 words per minute if entered with no typing skills (0-24 wpm), or increased their typing skills by at least 10 wpm if entered with typing skills 25 wpm or more, and

2. can achieve 10-key 100 strokes per minute if entered with no 10-key skills (0-75 spm), or increased their 10-key skills by at least 25 spm if entered with 10-key skills at 100 spm or more, and

3. can write simple spreadsheet formulas for addition, subtraction, multiplication and division to solve a CES developed spreadsheet test, and

4. improve 70% or higher points on a test labeling the face of an electronic cash register, and on a CES developed customer service exam.

**Glide Foundation/Vietnamese Youth Development Center**
**Basic Program-Occupational Classroom Training/English-as-a-Second Language**

**Youth Employment Competencies (YECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of eighty (80) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

Basic Educational Skills

1. increased one ESL level (100 points) as determined by Iylin Oral and Language Proficiency Test and as certified by an instructor, and one grade level in math skills as determined by the WRAT (Wide Range Achievement Test), and

Job Specific Skills

2. one of the following:

   a. increased their net typing speed by a minimum of 20 words per minute as determined by the Gregg Typing/Series Seven, or

   b. completed the Gregg Quick Filing Test with a maximum of one error per 50 cards, completed a standard business form from a narrative with 95% accuracy, and completed nine basic word processing functions in a seven (7) minute period using the Microsoft WORD Tutorial Test.

**Korean Center, Inc.**
**Basic Program-Occupational Classroom Training/English-as-a-Second Language**

**Youth Employment Competencies (YECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of two hundred seventy (270) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills
   improved one level (100 ESL points) in English speaking abilities as determined by the Structured Test of English Language and one full grade level in math as determined by the Test of Adult Basic Education (TABE), or for fluent English speakers, increased one full grade level in reading and math as determined by the Test of Adult Basic Education (TABE).

2. Job Specific Skills
   passed the Word Processing Competency Test with a score of 60% or an improvement of at least 50% over the entry-level score, whichever is greater.

## Mission Language and Vocational School
## Basic Program-Occupational Classroom Training/English-as-a-Second Language

**Youth Employment Competencies (YECs):**
Basic educational and job specific skills will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of 50% of the scheduled classroom training hours for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills
   a. minimum attainment of ESL 400 as determined by the English Placement Test (EPT) for VESL I (0-200 ESL),or

   b. minimum one ESL level (100 points) improvement as determined by the English Placement Test (EPT) for all other ESL components, or

   c. minimum one grade level improvement in English as determined by the Test of Adult Basic Education (TABE) for English speaking participants, and

   d. minimum one grade level improvement in math as determined by the Test of Adult Basic Education (TABE) for all participants, and

2. Job Specific Skills
   a. knowledge of typewriter keyboard by touch,
   b. increased typing speed by 20 wpm,
   c. achieved 60 spm on 10 key calculator, and
   d. passed the alpha/numeric filing test in 5 minutes.

## Potrero Hill Community Development Corporation
## Basic Program-Basic Remedial Education

**Youth Employment Competencies (YECs):**
Basic educational and pre-employment/work maturity skills will be used to determine the attainments of YECs. Participants are expected to attain both the requirements as indicated below in order to achieve YECs. The Subcontractor will provide a minimum of one hundred twenty-seven (127) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills
   a. improved one grade level in both math and reading as determined by the Test of Adult Basic Education (TABE), or
   b. have obtained a GED or passed the California High School/Proficiency Examination (CHSPE), and

2. Pre-employment/Work Maturity Skills
   a. demonstrated proficiency in each of the eleven core competencies, provided that at least five of the learning objectives were achieved during the program intervention. Proficiency in these core competencies will be measured by the Comprehensive Adult Student Assessment System (CASAS) and teacher/counselor evaluations. The participant will be considered to be proficient if s/he attains a score of at least 78% in each of the eleven core competencies.

      1. Pre-employment Competencies

a. Making career decisions

b. Using labor market Information and conducting job search

c. Preparing résumés and cover letter - develop a résumé and cover letter appropriate to career field

d. Filling out an application - complete an application accurately

e. Interviewing

2. Work Maturity Competencies
   a. Being consistently punctual - arriving to class on time and returning from breaks on time
   b. Maintaining regular attendance
   c. Demonstrating positive attitudes/behaviors
   d. Presenting appropriate appearance
   e. Exhibiting good interpersonal relations
   f. Completing tasks effectively.

**San Francisco Conservation Corps**
**Basic Program-Basic Remedial Education**

**Youth Employment Competencies (YECs):**
Basic educational and pre-employment/work maturity skills achievements will be used to determine the attainments of YECs. Participants are expected to attain the requirements indicated below in order to achieve YECs. The participants will receive a minimum two hundred eight (208) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills
   Have improved a minimum of two-grade levels in both math and reading skills as determined by the Test of Adult Basic Education (TABE), and

2. Pre-employment/Work Maturity Skills
   Demonstrated proficiency in each of the eleven core competencies, provided that at least five of the learning objectives were achieved during the program intervention. Proficiency in these core competencies will be measured by the Comprehensive Adult Student Assessment System (CASAS) and teacher/counselor evaluations. The participant will be considered to be proficient if s/he attains a score of at least 78% in each of the eleven core competencies.

   A. Pre-employment Competencies

      (1) Making career decisions

      (2) Using Labor Market Information and conducting job search

      (3) Preparing résumés and cover letter - develop a résumé and cover letter appropriate to career field.

      (4) Filling out an application - complete an application accurately

      (5) Interviewing

B. Work Maturity Competencies
   (1) Being consistently punctual - arriving to class on time and returning from breaks on time
   (2) Maintaining regular attendance
   (3) Demonstrating positive attitudes/behaviors
   (4) Presenting appropriate appearance
   (5) Exhibiting good interpersonal relations
   (6) Completing tasks effectively

**San Francisco Educational Services**
**Basic Program-Basic Remedial Education**

**Youth Employment Competencies (YECs):**
Basic educational and pre-employment/work maturity achievements will be used to determine the attainments of YECs. Participants are expected to attain the requirements as indicated below in order to achieve YECs. The participants will receive a minimum of two hundred forty (240) hours of training for YEC attainments. The PIC will issue a certificate of achievement for each youth who attains the YEC requirements.

1. Basic Educational Skills
   Participants will be post-tested with Comprehensive Adult Student Assessment System (CASAS) and must achieve the required exit-test scores in both math and reading as determined by their individual entry-test scores on the CASAS, and

2. Pre-employment/Work Maturity Skills
   Demonstrated proficiency in each of the eleven core competencies, provided that at least five of the learning objectives were achieved during the program intervention. Proficiency in these core competencies will be measured by the Comprehensive Adult Student Assessment System (CASAS) and teacher/counselor evaluations. The participant will be considered to be proficient if s/he attains a score of at least 78% in each of the eleven core competencies.

   A. Pre-employment Competencies
      (1) Making career decisions
      (2) Using Labor Market Information and conducting job search
      (3) Preparing résumés and cover letter - develop a résumé and cover letter appropriate to career field.
      (4) Filling out an application - complete an application accurately
      (5) Interviewing

   B. Work Maturity Competencies
      (1) Being consistently punctual - arriving to class on time and returning from breaks on time
      (2) Maintaining regular attendance
      (3) Demonstrating positive attitudes/behaviors
      (4) Presenting appropriate appearance
      (5) Exhibiting good interpersonal relations
      (6) Completing tasks effectively

## RECOMMENDED PY'93 BUDGET MODIFICATIONS

As a result of the JTPA Amendments, four "old" year-round Title II subpart program accounts have now become the following five "new" year-round Title II subpart program accounts as of July 1st of this year:

| PY '92 JTPA Title II Accounts | PY '93 JTPA Title II Accounts |
|---|---|
| Title IIA-78% Adult+Youth Formula → | Title IIA-77% Adult Formula |
| | Title IIC-82% Youth Formula |
| Title IIA-3% Older Individuals Formula → | Title IIA-5% Older Individuals Formula |
| Title IIA-6% Incentive Award → | Titles IIA+IIC-5% Incentive Award |
| Title IIA-8% State Ed. Coordi. Grant Formula → | Titles IIA+IIC-8% State Ed. Coord.Grant Formula |
| Title IIB-Summer Youth Empl. & Trng. Prog. → | Title IIB-Summer Youth Empl. & Trng. Prog. |

Attached are the "Initial PY'93 JTPA Operational Budgets" as of December 10th for all such PY'92 and PY'93 program accounts that are still active. Under the amended Act, each account has to be maintained by year of appropriation, allotment, or allocation (it is still disturbingly unclear) for up to three years or until completely exhausted, whichever occurs first. Each recommendation is based on the balance of unobligated funds that remains available in each account. Unless otherwise noted, all unobligated balances include only "allowable unspent monies" recorded at the end of the PY'92 subcontract periods.

The Committee is recommending mid-year funding increases for those subcontractors that achieved some or all of the following subcontract goals for PY'92:

- the actual number of Enrollments compared to the number specified in the subcontract;
- the number of Black Males enrolled (if proposed and specified);
- the number of High Risk Youths enrolled (if proposed and specified);
- the actual number of Positive Terminations compared to the planned number specified;
- the actual number of Job Placements compared to the planned number specified; and
- the Average Wage at Placement.

Staff divided subcontractors into the following three priority groups, based on actual PY'92 performance:

- In the "first priority" group, all six performance goals specified were met or exceeded;
- In the "second priority" group, at least 80% of five of the six performance goals were met; and
- In the "third priority" group, at least 70% of four of the six performance goals were met.

**PY'92 Title IIA-78% Basic Adult-Youth Formula Account (second of three years)**
(Old Monies --- New Rules)

**Unobligated Balance $143,649**

The Committee is recommending that the BAUL Subcontracts under the Title IIA-77% Adult Account (for $92,000) and the Title IIC-82% Youth Account (for $28,000) be consolidated and retroactively refinanced as a single subcontract under the Title IIA-78% Adult-Youth Account (for $120,000). This would leave a new unobligated balance of $23,649, which the Committee recommends be committed as follows:

- PIC OJT Set Aside Pool $17,957
- PIC Intake, Certification $3,192
- PIC Participant Support $2,500

Budgets for the PIC's set aside accounts for OJT and participant support costs would still be under-financed and would need to be increased as additional funds become available through under-expenditure and reallocations. Please refer to the Staff's subsequent comments and recommendations.

**PY'93 Title IIA-77% Basic Adult Formula Account (first of three years)**
(New Monies - New Rules)

**Unobligated Balance $196,975**

The amount of this balance also includes the sum of all subcontract budgets approved in May that had still not been executed as of December 10th of 1993 and of the monies that would be liberated by the Committee's previous recommendation consolidate the BAUL's two subcontracts into one.
Because the Fil-Am Council has still not met the basic audit requirements, it is not being recommended for any PY'93 subcontract. As a result, the Committee is recommending the following subcontractors and budget items according to the criteria identified at the beginning of these recommendations.

**Priority #1:**

| | | |
|---|---|---|
| • Career Resources Development Ctr. | $30,775 | This additional amount would [in combination with the additional amount of Title IIC-82% funds that are also being recommended] increase CRDC's funding to 64% of its originally-proposed PY'92 Title IIA-78% budget. |
| • Asian Neighborhood Design | $18,314 | This additional amount would [in combination with the additional amount of Title IIC-82% funds that are also being recommended] increase AND's funding to 100% of its originally-proposed PY'92 Title IIA-78% budget. |

**Priority #2**

| | | |
|---|---|---|
| • Jewish Vocational Service | $24,000 | This additional amount would increase JVS's funding to slightly more than the amount of its modified PY'92 subcontract. |
| • Swords to Plowshares | $25,370 | This additional amount would increase STP's funding to slightly more than the amount of its modified PY'92 subcontract. |

**Priority #3**

| | | |
|---|---|---|
| • City College of SF/John Adams | $50,370 | This additional amount would permit a second cycle of participants to be enrolled during the second half of PY'93 and would represent 78% of its PY'92 subcontract. |

Additional budget recommendations:

| | |
|---|---|
| • Child care | $20,000 |
| • OJT Set Aside | $14,316 |
| • Transportation | $14,000 |

Please refer to the Staff's subsequent comments and recommendations.

**PY'93 Title IIC-82% Basic Youth Formula Account (first of three years)**
(New Monies-New Rules)

**Unobligated balance $180,761**

The amount of this balance includes the sum of the subcontract budgets approved in May that had still not been executed as of December 10th of 1993 and of the monies that would be liberated in this account by these Committee recommendations:

- to consolidate the BAUL's two subcontracts under the Title IIA-77% Account and this account and to refinance it retroactively under the PY'92 Title IIA-78% Account for all of PY'93;
- to refinance all Joseph S. Bailey Memorial Program subcontracts (with Arriba Juntos, with the San Francisco Conservation Corps, and with San Francisco Educational Services, all of which were originally financed under this account) retroactively under the Title IIA-6% Incentive Award Account for all of PY'93; and
- not to let any subcontract with the Fil Am Council because of its failure to meet any of the basic audit requirements.

As a result, the Committee is recommending the following subcontractors and budget items according to the criteria identified earlier in these recommendations:

**Priority #1**

| | | |
|---|---|---|
| • Career Resources Development Ctr. | $53,225 | This additional amount would [in combination with the additional amount of Title IIA-77% funds that are also being recommended] increase CRDC's funding to 64% of its originally-proposed PY'92 Title IIA-78% budget. |
| • Asian Neighborhood Design | $11,627 | This additional amount would [in combination with the additional amount of Title IIA-77% funds that are also being recommended] increase AND's funding to 100% of its originally-proposed PY'92 Title IIA-78% budget. |

**Priority #2**

| | | |
|---|---|---|
| • Community Educational Service | $5,347 | This additional amount would increase CES' s funding to 100% of the original PY'92 proposed amount. |
| • SF Vocational Service-OJT | $9,525 | This additional amount would increase SFVS' s funding to slightly more than the original PY'92 subcontract. |

**Priority #3**

| | | |
|---|---|---|
| • Bay Area Urban League | $8,000 | This additional amount would increase BAUL's funding to slightly more than the PY'92 subcontract. |

| | | |
|---|---|---|
| • Chinatown American Cooks School | $9,465 | This additional amount would increase CAC's funding to slightly more than the PY'92 subcontract. |
| • Korean Center, Inc. | $9,600 | This additional amount would increase KCI's funding to slightly more than the PY'92 subcontract. |
| • Potrero Hill Comm. Dev. Corp. | $8,935 | This additional amount would increase PHCDC's funding to slightly more than the current subcontract amount. |

Additional budget recommendations:

- OJT Set Aside $5,639
- Child care $26,066
- PIC Part. Support $7,517
- STEP $19,334
- PIC Intake $6,481

Please refer to the Staff's subsequent comments and recommendation

**1993 Title IIB-Summer Youth Employment and Training Program Formula Account (10% Transfer to either the PY'92 Title IIA-78% or the PY'93 Title IIC-82% Accounts)**
(While clearly New Monies that must comply with the New Rules, Status is Unknown)

**Unobligated balance $238,641**

In May of 1993, the Mayor and the Council approved a transfer of up to ten percent of whatever supplemental appropriation of monies might still be enacted for the 1993 Title IIB-SYETP Account. On July 2nd (one week after San Francisco's eight-week SYETP had begun), a supplemental appropriation was enacted, instantaneously increasing the overall amount of monies available for San Francisco's SYETP from approximately $2.5 million to $3.2 million. On September 20th, the Governor approved a transfer of approximately nine percent of San Francisco's available 1993 Title IIB-SYETP monies (or ten percent of the two allocations of 1993 Title IIB-SYETP monies) to one of its two basic year-round youth programs.

**Priority #1**

- No subcontractors

**Priority #2**

| | | |
|---|---|---|
| • Mission Language & Vocational School | $88,528 | This additional amount would increase MLVS's funding to slightly more than the PY'92 subcontract. |
| • Arriba Juntos | $59,500 | This additional amount would increase AJ's funding to slightly more than the PY'92 subcontract. |

Additional budget recommendations:

- OJT Set Aside $7,474
- Child care $34,553
- PIC Participant Support $9,964
- STEP $25,629
- PIC Intake $12,993

Please refer to the Staff's subsequent comments and recommendations.

**PY'92 Title IIA-3% Older Individuals' Formula Account (second of three years)**
(Old Monies --- New Rules)

**Unobligated Balance $44,168**

The Committee is recommending the following commitments of the monies:

- Renaissance Experience Plus* $30,624
- Self Help for the Elderly $11,544
- PIC Participant Support $2,000

Renaissance Experience Plus (REN) has had two subcontracts (under the Title IIA-77% Account and under the Title IIA-5% Older Individuals' Account) for the six-month period ending December 31st. The additional funding being recommended will permit fifteen additional participants to be served in the second half of PY'93. However, as provided in all three subcontracts, at least 78% of all terminations recorded by the end of the third quarter must be job placements. Please refer also to Staff's subsequent comments and recommendations.

**PY'93 Title IIA- 5% Older Individuals' Formula Account (first of three years)**
(New Monies --- New Rules)

**Unobligated Balance $3,066**

The Committee is recommending the following:

- Self Help for the Elderly $3,066

**PY'92 Title IIA- 6% Incentive Award Account (second of 2.5 or 3.0 years)**
(Old Monies--- New Rules)

**Unobligated Balance $115,633**

The Committee is recommending that the following four subcontracts and the PIC Intake Account (all of which were financed under the Title IIA-6% Incentive Award Account until the end of PY'92 and then, from the beginning of PY'93, under the Title IIC-82% Youth Account) be refinanced under the Title IIA-6% Incentive Award Account retroactive to the beginning of PY'93.

- Arriba Juntos $50,002
- SF Conservation Corps $29,157
- SF Educational Services $20,444
- STEP $12,030
- PIC intake $4,000

**PY'92 Title IIA-8% SECG-GAIN Account (second of three years)**
(Old Monies --- New Rules)

**Unobligated Balance $10,728**

The Committee is recommending the following:

- Arriba Juntos $7,738
- PIC Intake $2,990

**PY'93 Titles IIA & IIC-8% SECG-GAIN Account (first of three years)**
(New Monies --- New Rules)

**Unobligated Balance $65,089**

The amount of this balance is the sum of a November 22nd reallocation of $4,050 of "excess unspent PY'92 Title IIA-8% SECG-GAIN monies" derived from the PY'93 Titles IIA & IIC-8% SECG-GAIN allocations of other California SDAs, of $24,794 of PY'93 Titles IIA & IIC-8% SECG-GAIN funds that had been conditionally reserved for a potential PY'93 subcontract with Parents of Success, which authorized representatives of POS subsequently declined, and $36,245 identified as previously unobligated PY'93 Titles IIA & IIC-8% SECG-GAIN funds.

Therefore, the Committee is recommending the following subcontractual budget increases:

- The Family School $42,886
- Arriba Juntos $19,178
- PIC Intake $3,025

**Supplementary Note:**

The Committee received public testimony from representatives of:

- Bay Area Urban League (being recommended for additional Title IIC-82% monies for OJT services to additional eligible youths);

- San Francisco Vocational Services (being recommended for additional Title IIC-82% monies for OJT services to additional eligible youths); and

- Arriba Juntos (being recommended for additional Title IIB-SYETP monies for OJT services to additional eligible youths);

noting that:

- the minimum subsidized hourly OJT wage of from $6.84 to $8.09 established by the amended Act for San Francisco youths seriously impedes the abilities of these three subcontractors and of others to use some or all of the additional monies being recommended (especially if the latter hourly figure applies); and

- requesting that the Committee or Staff investigate the possibility of transferring some or all of those monies for OJT services to additional youths over to providing OJT services to additional eligible adults, for whom there is no minimum subsidized hourly wage specified in the amended Act.

In addition, representatives of the Mission Language and Vocational School testified that, while the additional Title IIB-SYETP monies being recommended for serving additional youths in its classroom training program were desperately needed and were appreciated, the particular source of those monies would not permit MLVS to serve any eligible adults during the remaining seven months of PY'93.

As a consequence, in adopting these recommendations, the Committee requested that Staff consult with representatives of each of these four subcontractors and investigate the possibility of changing some of the new year-round monies now being recommended for serving youths only into monies that could be used for serving additional eligible adults as well.

# Initial PY'93 JTPA Operational Budgets



## Title II-A (78%) Second Year
Adult-Youth
(Old Money, Old/New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'92 Unexpended on Q4 Report | 347,724 | 86,931 | 434,655 |
| CY'93 IIB Transfer (Youth Only) | 238,641 | 42,113 | 280,754 |
| PY'92 Reallocated/Recaptured | 0 | 0 | 0 |
| **Total '93 Available —>** | 586,365 | 129,044 | 715,409 |

| | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Training | Part. Supp. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|
| **Old Money Old Rule Expenditures (to 10/31/93)** | C/O '92 | PIC PY'92 FUPC Placement Costs | 117,132 | | | 117,132 |
| | C/O '92 | PIC PY'92 OJT Pool Placement Costs | 14,686 | | | 14,686 |
| | OCT | Young Comm. Dev. (Cost Reimbursements) | 16,680 | | 913 | 17,593 |
| | Intake | PIC Intake, Cert., Employer Outreach | 3,192 | | | 3,192 |
| | Part. Supp. | PIC Participant Support (Childcare, Transport, et al) | | 39,522 | 643 | 40,165 |
| | ACP | Administration, PIC and Subcontractors | | | 26,315 | 26,315 |
| | **Report Set 1** | **Old Rule** Subtotal, PY'92 Old Rule, Fund 20 = | 151,690 | 39,522 | 27,871 | 219,083 |

**"SURPLUS FUND"**

*Ask PIC: MYEL has been met, may balance be used for Adults?*

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | | <Subcontractor A> | *(Balance to program, but reserve* | | | 0 |
| | | | <Subcontractor B> | *enough to cover ALL possible* | | | 0 |
| | | | <Subcontractor C> | *late-reported costs first!)* | | | 0 |
| | | | <Subcontractor D> | | | | 0 |
| 6/22/93 | 10 | OCT | Young Comm. Dev. (Balance of Obligation to 11/24/93) | 11,417 | | 790 | 12,207 |
| | | OJT | PIC PY'92 OJT Pool (for expected late invoices) | 1,446 | | | 1,446 |
| | | OJT | PIC PY'93 OJT Pool Setaside <— *if needed...* | | 0 | | 0 |
| | | | PIC Intake, Certification, Employer Outreach | | *???* | | 0 |
| | | | Children's Council (Providers' Costs) | *(Provide for new subk PS, full* | | | 0 |
| | | | Children's Council (Operating Staff) | *Admin already reserved here, so* | | | 0 |
| | | | PIC Part. Support (Transport./Med.) | *distribute their share from it.)* | | | 0 |
| | | | Administration, PIC and Subcontractors | | | 58,270 | 58,270 |
| Σ = | 10 | **Report Set 2** | **New Rule** Subtotal, PY'93 New Rule, Fund 20(a) = | 12,863 | 0 | 59,060 | 71,923 |

Unobligated Balance of "PY'92 Unexpended on Q4 Report" = 143,649

**"TRANSFER FUND" (IIB)**

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | | <Youth-only Subcontractor A> | | | | 0 |
| | | | <Youth-only Subcontractor B> | *(Not less than 238,641* | | | 0 |
| | | | <Youth-only Subcontractor C> | *in total Program costs.)* | | | 0 |
| | | | PIC PY'93 OJT Pool Setaside <— *if needed...* | | | | 0 |
| | | | PIC Intake, Certification, Empl. Outreach *$12,000?* | | *???* | | 0 |
| | | | Children's Council (Providers' Costs) | | | | 0 |
| | | | Children's Council (Operating Staff) | | | | 0 |
| | | | PIC Part. Support (Transport./Med.) | | | | 0 |
| *Admin. presumed to be 15% ...* | | | Administration, PIC and Subcontractors | | | 42,113 | 42,113 |
| Σ = | 0 | **Report Set 3** | **New Rule** Subtotal, PY'93 New Rule, Fund 20(y) = | 0 | 0 | 42,113 | 42,113 |

Subgrant G300104 ending 6/30/95. Unobligated Balance of "IIB Transfer Fund" (Youth Only) = 238,641

| | | | | |
|---|---|---|---|---|
| Total Obligations, PY'93 Operational Budget, Fund 20 Σ = | 164,553 | 39,522 | 129,044 | 333,119 |
| Percentages of Availability = | 23 % | 6 % | 18 % | <— IIB is 15% |

Important: Sequence for redistribution should be (1) set aside enough to cover any late-arriving invoices under old rules, (2) set aside for "PIC Intake" accounts under Training Related, (3) if the subks you are considering will need Childcare or Transport or OJT Pool, set amounts aside and then, as your last step, (4) determine amounts to subks. Note that the full 20% Administrative share is already reserved. This means any dollars distributed to subcontractors are only 91% (or so) of their total increase in funding.

## Title II-A (3%) Second Year
Older Individuals
(Old Money, Old/New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'92 Unexpended on Q4 Report | 46,966 | 11,741 | 58,707 |
| PY'92 Reallocated/Recaptured | 0 | 0 | 0 |
| PY'92 Other | 0 | 0 | 0 |
| **Total '93 Available —>** | 46,966 | 11,741 | 58,707 |

| | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Training | Part. Supp. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|
| **Final 5th. Qtr. Expenditures** | OCT | PIC PY'92 FUPC Placement Costs | 2,267 | | | 2,267 |
| | OJT | PIC PY'92 OJT Pool Placement Costs | 384 | | | 384 |
| | | Children's Council (Childcare) | | | | 0 |
| | | PIC Part. Support (Transport./Med.) | | 147 | | 147 |
| | | Administration, PIC and Subcontractors | | | 411 | 411 |
| | | Subtotal, PY'92 Old Rule, Fund 23 = | 2,651 | 147 | 411 | 3,209 |

*Careful: CCSF & KCI could still bill 14,464 + 972 = 15,646! Do they intend to submit a final invoice or are they final already?*

| "SURPLUS FUND" Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | | <Subcontractor A> | | | | 0 |
| | | | <Subcontractor B> | | | | 0 |
| | | | PIC PY'92 FUPC reserve (for expected late invoices) | 15,646 <— *Needed or not?* | | | 15,646 |
| | | OJT | PIC PY'93 OJT Pool Setaside (If needed) | | | | 0 |
| | | | PIC Intake, Certification, Employer Outreach | | | | 0 |
| | | | Children's Council (Providers' Costs) | | | | 0 |
| | | | Children's Council (Operating Staff) | *(PS will be needed, mainly Txport.)* | | | 0 |
| | | | PIC Part. Support (Transport./Med.) | | | | 0 |
| | | | Administration, PIC and Subcontractors | | | 11,330 | 11,330 |
| Σ = | 0 | | Subtotal, PY'93 New Rule, Fund 23 = | 15,646 | 0 | 11,330 | 26,976 |

Subgrant G300104 ending 6/30/95. Unobligated Balance = 28,522

| | | | | |
|---|---|---|---|---|
| Total Obligations, PY'93 Operational Budget, Fund 23 Σ = | 18,297 | 147 | 11,741 | 30,185 |
| Percentages of Availability = | 31 % | 0 % | 20 % | |

## Title II-A (6%) Second Year
MIS Redesign
(Balance of $85,359 Old Money/Old Rules)

| PY'93 AVAILABILITY | Redesign | Total |
|---|---|---|
| PY'92 Unexpended on Q4 Report | 43,208 | 43,208 |
| **Total '93 Available —>** | 43,208 | 43,208 |

*Plan states that any funds not needed for MIS will revert to 6% programmatic use ...*

| Subcontractor / Budget Item | PY '93 Redesign | Σ Planning Obligation |
|---|---|---|
| Expended in Quarter 5 | 5,045 | 5,045 |
| Est. for PY'93 completion use (CD, scanner, communications, training, et al) | 38,163 | 38,163 |
| Subtotal, PY'92 Old Rule, Fund 26(m) = | 43,208 | 43,208 |

Subgrant G300104 ending 6/30/95. Unobligated Balance = 0

Assume a desire to return the former Joe Bailey programs to 6% funding: Last year (in PY'92), contracts with AJ, Corps, SFES and Swords totalled $208,656. So far this year we have contracted $99,596 with AJ, Corps, and SFES; Swords turned down its BRE $25,000. PY'93's $99,596 could easily be brought back to 6% funding.

Notice also that the "MIS Redesign" fund might be tapped for a small sum, if necessary, but only after several key purchase reserves.

## Title II-A (6%) Second Year
Incentive Programs
(Old Money, Old/New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'92 Reallocated/Recaptured | 0 | 0 | 0 |
| PY'92 Unexpended on Q4 Report | 189,457 | 31,167 | 220,624 |
| PY'92 Other | 0 | 0 | 0 |
| **Total '93 Available —>** | 189,457 | 31,167 | 220,624 |

| | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Training | Part. Supp. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|
| **Final 5th. Qtr. Expenditures** | BRE (Bailey) | PIC PY'92 FUPC Placement Costs | 2,232 | | | 2,232 |
| | | STEP-SYS (PIC Mentor Tutor Payroll and "Other") | 1,502 | | | 1,502 |
| | Intake | PIC Intake, Cert., Employer Outreach | | | | 0 |
| | | Administration, PIC and Subcontractors | | | 558 | 558 |
| | | Subtotal, PY'92 Old Rule, Fund 26 = | 3,734 | 0 | 558 | 4,292 |

| "SURPLUS PROGRAMS" | | | | Dir. Trng. | Trng. Rel. | Admin. | |
|---|---|---|---|---|---|---|---|
| | | | <Subcontractor G> | | | | 0 |
| | | | <Subcontractor H> | | | | 0 |
| | | STEP-SYS | S.F. Unified School District | 45,766 | | | 45,766 |
| | | STEP-SYS | PIC/STEP Mentor Tutor Payroll | 24,324 | | | 24,324 |
| | | | PIC Intake, Certification, Employer Outreach | | ??? | | 0 |
| | | | Administration, PIC and Subcontractors | | | 30,609 | 30,609 |
| Σ = | 0 | | Subtotal, PY'93, Fund 26 = | 70,090 | 0 | 30,609 | 100,699 |

*STEP was 32,724 and 17,328 but EE approved an added 20,000...*

*(All to be co-enrolled, so no PS budgeted here ...)*

Subgrant G300104 ending 6/30/95. Unobligated Balance = 115,633

| | | | | |
|---|---|---|---|---|
| PY'93 Operational Budget, Fund 26 Σ = | 73,824 | 0 | 31,167 | 104,991 |
| Percentages of Availability = | 33 % | 0 % | 14 % | <— Note /3. |

/1. See Adj. 201 (9/1/93) for this very confusing revenue history. This was initially the JTPA 12's $304,981 in Unexpended Funds minus $85,359 for MIS Redesign minus $30,687 remaining allowable Adm., but JTPD subgranted an added, unexpected $1,002!

/2. On "Year of Allotment" of this 220,624 balance carried forward, 156,862 was awarded in SG G300104 Mod. 7 on April 9, 1993. Thus at least 156k of this 200k is "new money"; the balance of it is "one-year-old money", as is the MIS Redesign fund.

/3. Administration is at maximum because we spent, in past years, huge sums for childcare. As a result, we're up against the 30% Cost Limitation of this Old Money.

## Title II-A (6%)
Capacity Building

| PY'93 AVAILABILITY | Redesign | Total |
|---|---|---|
| PY'93 Allocation | 10,000 | 10,000 |
| **Total '93 Available —>** | 10,000 | 10,000 |

*See Judy Kuhlman, Qtrly. SDA Adm. Meeting, 9/10/93, $520,000 statewide.*

| Subcontractor / Budget Item | PY '93 Redesign | Σ Planning Obligation |
|---|---|---|
| Item A | 0 | 0 |
| Item Z | 0 | 0 |
| Total, PY'93 New Rule, Fund ?? = | 0 | 0 |

Probably Subgrant G400235 ending 6/30/96. A plan needs to be prepared. Unobligated Balance = 10,000

## Title II-A (8%-50%) Second Year
GAIN
(Old Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'92 Intra-State Reallocation | 0 | 0 | 0 |
| PY'92 JTPA Surplus /1. | 5,364 | 1,341 | 6,705 |
| PY'92 State Match (Allowed C/O) | 5,364 | 1,341 | 6,705 |
| **Total '93 Available —>** | 10,728 | 2,682 | 13,410 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | BRE | Subcontractor(s) to be determined... | *There were some PY'92 costs not* | | | 0 |
| | | | PIC Intake, Cert., EO | *reported in the 5th quarter?* | | | 0 |
| | | | Administration, PIC and Subcontractors | | | 2,682 | 2,682 |
| Σ = | 0 | | PY'92-'94 Operational Budget, Fund 81 Σ = | 0 | 0 | 2,682 | 2,682 |
| | | | Percentages of Availability = | 0 % | 0 % | 20 % | |

CA 92-66-03422-N360, Mod. 2, extended to 6/30/94 by CDE letter of 6/24/93. Commit balance, mod. Unobligated Balance = 10,728

/1. This is the SECG 4-1's $6,705 in Unexpended JTPA 8% Funds minus Admin.; Admin. value of $1,341 is Mod. 2's allowable $26,678 minus the SECG 4-1's reported $25,337. Use of State Match carryover allowed by Kilbert letter of 8/31/93.

## Title II-A (8%-30%)
The Family School
(Old Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'92 SDA Reallocation | 23,200 | 5,800 | 29,000 |
| **Total '93 Available —>** | 23,200 | 5,800 | 29,000 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Training | Part. Supp. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | BRE | The Family School | 21,700 | | 2,610 | 24,310 |
| | | | PIC Intake, Cert., EO | 1,500 | *<— Training Related ...* | | 1,500 |
| | | | PIC Administration (ACP) | | | 3,190 | 3,190 |
| Σ = | 0 | | PY'92-'94 Operational Budget, Fund 83 Σ = | 23,200 | 0 | 5,800 | 29,000 |
| | | | Percentages of Availability = | 80 % | 0 % | 20 % | |

CA 92-66-03770-N360 ending 6/30/94. CA has old Cost Cats, but report under New Rules! Unobligated Balance = 0

## Title II-A (8%-30%) Second Year
Assessment Center
(Old Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 Second Year Allocation | 240,000 | 60,000 | 300,000 |
| PY'92 Unexpended on Q4 Report | 148,054 | 37,013 | 185,067 |
| PY'92 or '93 Other | 0 | 0 | 0 |
| **Total '93 Available —>** | 388,054 | 97,013 | 485,067 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | Program | City College of San Francisco | | ? | | 0 |
| | | | PIC Setaside for SFAC (Equipment, etc.) | | | | 0 |
| | | | PIC Intake, Cert., EO, Support Act. | | | | 0 |
| | | | Administration, PIC and Subcontractors | | | 97,013 | 97,013 |
| Σ = | 0 | | PY'92-'94 Operational Budget, Fund 82 Σ = | 0 | 0 | 97,013 | 97,013 |
| | | | Percentages of Availability = | 0 % | 0 % | 20 % | |

CA 92-0180 extended bi-laterally to 12/31/93. A new CA needs to be prepared. Unobligated Balance = 388.054

/1. Admin. value is thus: [($450,000 x 20%) minus SECG 4-1's reported PY'92 expenditure of $52,987].

# Initial PY'93 JTPA Operational Budgets



## Title II-A (77%)
Basic Adult
(New Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 Initial Formula Allocation | 1,622,451 | 405,613 | 2,028,064 |
| PY'93 Allocation Rescission | -46,578 | -11,644 | -58,222 |
| PY'93 Additional Allocation | 0 | 0 | 0 |
| **Total '93 Available —>** | 1,575,873 | 393,969 | 1,969,842 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| 7/1/93 | 31 | OJT | Arriba Juntos | 81,269 | 4,726 | 8,505 | 94,500 |
| 7/1/93 | 15 | OCT | Asian Neighborhood Design | 27,515 | 2,737 | 5,707 | 35,959 |
| 7/1/93 | 20 | OJT | Bay Area ESCMT | 44,838 | 2,543 | 4,622 | 52,003 |
| 7/1/93 | 33 | OJT | Bay Area Urban League | 79,435 | 4,285 | 8,280 | 92,000 |
| 7/1/93 | 43 | OESL | Career Resources Development Center | 111,958 | 6,489 | 11,713 | 130,160 |
| 7/1/93 | 21 | OCT | Chinatown American Cooks School | 51,554 | 2,997 | 5,395 | 59,946 |
| | 20 | OCT | *City College of San Francisco (John Adams Campus)* | *44,266* | *2,574* | *4,632* | *51,472* |
| | *20* | OESL | *Filipino-American Council of S. F.* | *19,357* | *1,125* | *2,026* | *22,508* |
| 7/1/93 | 19 | OJT | Jewish Vocational Services *Use of Italics* | 35,892 | 0 | 0 | 35,892 |
| 7/2/93 | 16 | OESL | Korean Center, Inc. *means the final* | 40,335 | 2,157 | 4,044 | 46,536 |
| 7/1/93 | 51 | OESL | Mission Language & Voc. School *contract wasn't on* | 120,705 | 7,018 | 12,632 | 140,355 |
| 11/1/93a | 13 | OJT | No. California Service League *file ...* | 21,744 | 1,250 | 2,007 | 25,001 |
| 7/1/93 | 10 | BRE | Potrero Hill Community Dev. Corp. | 25,024 | 1,455 | 2,619 | 29,098 |
| 7/1/93 | 9 | OCT | SF Renaissance Experience Plus (6 Mo.) | 15,365 | 894 | 1,608 | 17,867 |
| 7/1/93 | 10 | OJT | SF Vocational Services | 25,400 | 0 | 0 | 25,400 |
| 7/1/93 | 27 | OCT | ~~SF Vocational Services~~ | 86,494 | 2,260 | 3,096 | 91,850 |
| | 49 | OJT | Swords To Plowshares | 126,936 | 7,380 | 13,284 | 147,600 |
| | | OJT | PIC OJT Pool (Empl. Reimbursement) | 195,000 | | | 195,000 |
| | | Intake | PIC Intake, Cert., Employer Outreach | | 75,000 | | 75,000 |
| | | | Children's Council (Childcare) | | 140,429 | 13,889 | 154,318 |
| | | | PIC Part. Support (Transport./Med.) | | 50,000 | | 50,000 |
| | | | Public Media Ctr. (Empl. Outreach) | | 25,000 | | 25,000 |
| | | | Administration, PIC | | | 289,910 | 289,910 |
| Σ = | 407 | | PY'93 First Year Operational Budget, Fund 22 Σ = | 1,153,087 | 340,319 | 393,969 | 1,887,375 |
| | | | Percentages of Availability = | 59 % | 17 % | 20 % | |

Subgrant G400235 ending 6/30/96. See Fitschen Recommendations of May 5, 1993. Unobligated Balance = 82,467

/1. Swords turned down a $25,000 BRE subcontract.

# Title II-C (82%)

Basic Youth
(New Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 Initial Formula Alloc. | 1,084.306 | 271,077 | 1,355,383 |
| PY'93 Alloc. Rescission | -31,127 | -7,782 | -38,909 |
| PY'93 Additional Allocation | 0 | 0 | 0 |
| **Total '93 Available —>** | 1,053,179 | 263,295 | 1,316,474 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| 7/1/93 | 6 | OJT | Arriba Juntos | 15,857 | 853 | 790 | 17,500 |
| 7/1/93 | 18 | BRE | Arriba Juntos | 43,771 | 2,233 | 3,998 | 50,002 |
| 7/1/93 | 25 | OCT | Asian Neighborhood Design | 57,222 | 5,462 | 11,416 | 74,100 |
| 7/1/93 | 3 | OCT/OJT | Bay Area ESCMT | 5,646 | 402 | 453 | 6,501 |
| 7/1/93 | 10 | OJT | Bay Area Urban League | 24,349 | 1,145 | 2,506 | 28,000 |
| 7/1/93 | 21 | OESL | Career Resources Development Center | 53,171 | 3,091 | 5,564 | 61,826 |
| 7/1/93 | 1 | OCT | Chinatown American Cooks School | 2,713 | 158 | 284 | 3,155 |
| 7/1/93 | 40 | OJT | Chinatown Youth Center | 75,038 | 4,363 | 7,853 | 87,254 |
| | *5* | OCT | *City College of San Francisco* | *11,066* | *643* | *1,158* | *12,867* |
| 7/1/93 | 28 | OESL | Community Educational Services | 55,274 | 3,214 | 5,784 | 64,272 |
| | *6* | OESL | *Filipino-American Council of S. F.* | *5,693* | *331* | *596* | *6,620* |
| 7/1/93 | 17 | OESL/OJT | Glide / Vietnamese Youth Dev. Center | 30,179 | 1,652 | 2,670 | 34,501 |
| 7/1/93 | 6 | OESL | Korean Center, Inc. | 14,395 | 741 | 1,483 | 16,619 |
| | 31 | OESL | Mission Language & Voc. School | 73,415 | 3,815 | 7,636 | 84,866 |
| 7/1/93 | 19 | BRE | Potrero Hill Community Dev. Corp. | 46,472 | 2,701 | 4,864 | 54,037 |
| 7/1/93 | 10 | BRE | SF Conservation Corps | 25,239 | 1,465 | 2,453 | 29,157 |
| 9/1/93 | 5 | BRE | SF Educational Services | 17,596 | 1,009 | 1,839 | 20,444 |
| 7/1/93 | 2 | OJT | SF Vocational Services | 3,176 | 0 | 0 | 3,176 |
| 7/1/93 | 3 | OCT | SF Vocational Services | 9,099 | 245 | 326 | 9,670 |
| 7/1/93 | 33 | OCT | Youth Guidance Ctr. Imp. Comm. | 98,967 | 5,534 | 6,185 | 110,686 |
| | | OJT | PIC OJT Pool (Empl. Reimbursement) | 105,000 | | | 105,000 |
| | | Intake | PIC Intake, Cert., Employer Outreach | | 50,000 | | 50,000 |
| | | | Children's Council (Childcare) | | 99,246 | 9,816 | 109,062 |
| | | | PIC Part. Support (Transport./Med.) | | 30,000 | | 30,000 |
| | | EO | Public Media Ctr. (Empl. Outreach) | | 15,000 | | 15,000 |
| | | | Administration, PIC | | | 185,621 | 185,621 |
| Σ = | 289 | | PY'93 Operational Budget, Fund 25 Σ = | 773,338 | 233,303 | 263,295 | 1,269,936 |
| | | | Percentages of Availability = | 59 % | 18 % | 20 % | |

*Use of Italics means the final contract wasn't on file ...*

Subgrant G400235 ending 6/30/96. See Fitschen Recommendations of May 5, 1993. Unobligated Balance = 46,538

## Title II-A (5%)
Older Individuals
(New Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 Initial Formula Alloc. | 264,649 | 66,162 | 330,811 |
| PY'93 Alloc. Rescission (II-B) | -7,598 | -1,899 | -9,497 |
| PY'93 Additional Allocation | 0 | 0 | 0 |
| **Total '93 Available —>** | 257,051 | 64,263 | 321,314 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| 8/1/93 | 17 | OCT | City College of San Francisco (7 Mo.) | 24,806 | 1,449 | 2,610 | 28,865 |
| 7/1/93 | 8 | OJT | Jewish Vocational Services | 15,000 | 0 | 0 | 15,000 |
| 7/1/93 | 21 | OESL | Korean Center, Inc. | 50,142 | 2,832 | 5,241 | 58,215 |
| 7/1/93 | 5 | OJT | Potrero Hill Community Dev. Corp. | 10,321 | 600 | 1,080 | 12,001 |
| 7/1/93 | 44 | OESL | Self Help for the Elderly | 94,303 | 0 | 0 | 94,303 |
| 7/1/93 | 9 | OCT | SF Renaissance Experience Plus (6 Mo.) | 15,365 | 894 | 1,608 | 17,867 |
| | | OJT | PIC OJT Pool (Empl. Reimbursement) | 23,273 | | | 23,273 |
| | | Intake | PIC Intake, Cert., Employer Outreach | | 5,000 | | 5,000 |
| | | | Children's Council (Childcare) | | 0 | 0 | 0 |
| | | | PIC Part. Support (Transport./Med.) | | 8,000 | | 8,000 |
| | | EO | Public Media Ctr. (Empl. Outreach) | | 2,000 | | 2,000 |
| | | | Administration, PIC | | | 53,724 | 53,724 |
| Σ = | 104 | | PY'93-'96 Operational Budget, Fund 24 Σ = | 233,210 | 20,775 | 64,263 | 318,248 |
| | | | Percentages of Availability = | 73 % | 6 % | 20 % | |

Subgrant G400235 ending 6/30/96. See Fitschen Recommendations of May 5, 1993. Unobligated Balance = 3,066

## Title II-A/C (5%)
Incentive Programs
(New Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 Basic Award for PY'92 | 0 | 0 | 0 |
| PY'93 HRY Award for PY'92 | 0 | 0 | 0 |
| PY'93 Additional Allocation | 0 | 0 | 0 |
| **Total '93 Available —>** | 0 | 0 | 0 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | | | | | | 0 |
| | | | *This fund will remain inactive until Incentive Awards are announced for PY'92 performance in January or February 1994.* | | | | 0 |
| | | | | | | | 0 |
| | | | | | | | 0 |
| | | | Children's Council (Childcare) | | | | 0 |
| | | | PIC Part. Support (Transport./Med.) | | | | 0 |
| | | | PIC Administration (ACP) | | | 0 | 0 |
| Σ = | 0 | | PY'93-'96 (?) Operational Budget, Fund 27 Σ = | 0 | 0 | 0 | 0 |

Unobligated Balance = 0

## Title II-A/C (8%-50% SECG)
GAIN
(New Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 JTPA Formula Alloc. | 109,629 | 27,407 | 137,036 |
| PY'93 State Match Alloc. | 109,629 | 27,407 | 137,036 |
| PY'93 Additional Allocation | 0 | 0 | 0 |
| **Total '93 Available —>** | 219,258 | 54,814 | 274,072 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| 7/1/93 | 19 | BRE | Arriba Juntos | 47,528 | 2,233 | 4,755 | 54,516 |
| | *7* | BRE | *RTTI / Parents of Success* | *21,323* | *1,240* | *2,231* | *24,794* |
| 7/1/93 | 24 | BRE | The Family School | 95,580 | 5,557 | 10,002 | 111,139 |
| | | Intake | PIC Intake, Cert., Employer Outreach | | 8,000 | | 8,000 |
| | | EO | Public Media Ctr. (Empl. Outreach) | | 1,552 | | 1,552 |
| | | | Administration, PIC | | | 37,826 | 37,826 |
| Σ = | 50 | | Operational Budget, Fund 84 Σ = | 164,431 | 18,582 | 54,814 | 237,827 |
| | | | Percentages of Availability = | 60 % | 7 % | 20 % | |

CA mailed 10/18/93 to James Spano, SDE. See Fitschen Recommendations of May 5, 1993. Unobligated Balance = 36,245

## Title II-A/C (8%-30% SECG)
STEP School Year Support
(New Money, New Rules)

| PY'93 AVAILABILITY | Program | Admin. | Total |
|---|---|---|---|
| PY'93 Allocation/Award | 60,000 | 15,000 | 75,000 |
| PY'93 Donated/Corporate Funds | 0 | 0 | 0 |
| PY'93 Additional JTPA Funds | 0 | 0 | 0 |
| **Total '93 Available —>** | 60,000 | 15,000 | 75,000 |

| Mod. Date | Svc. Level | Activity | Subcontractor / Budget Item | <—— PY '93 Obligations ——> Dir. Trng. | Trng. Rel. | Admin. | Σ Planning Obligation |
|---|---|---|---|---|---|---|---|
| | | Program | San Francisco Unified School District | 20,759 | | 5,560 | 26,319 |
| | | Program | PIC-payrolled Mentor Tutors at the SFUSD | 39,241 | | | 39,241 |
| | | | Administration, PIC | | | 9,440 | 9,440 |
| Σ = | 0 | | Operational Budget, Fund 82 Σ = | 60,000 | 0 | 15,000 | 75,000 |
| | | | Percentages of Availability = | 80 % | 0 % | 20 % | |

CA mailed 10/12/93 to Cy Hubbard; Cy sent it over to SDE (Jim Spano)? Unobligated Balance = 0

/1. Admin. value is thus: [($450,000 x 20%) minus SECG 4-1's reported PY'92 expenditure of $52,987].

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS
MAYOR JORDAN

**DATE:** DECEMBER 30, 1993

**FROM:** EUNICE ELTON



**SUBJECT:** STAFF'S RECOMMENDATIONS FOR COMPLETING, ADJUSTING, AND MODIFYING THE PY'93 PORTION OF THE PY'92-'93 JOB TRAINING PLAN

This report supplements the Planning Committee's December 17th recommendations for completing, adjusting, and modifying the PY'93 portion of San Francisco's PY'92-'93 Job Training Plan.

**Background:**

In its recommendations, the Committee asked the PIC's Staff to consult with representatives of four designated subcontractors being recommended for additional monies to serve additional youths and to investigate the possibility of transferring some of those recommended additional monies to accounts that would permit some or all of them to be used to serve additional adults.

In the meantime, the PIC Staff received the following additional information from the State subsequent to the Planning Committee's public hearing of December 17th:

- the State will be reallocating $35,997 of "excess unspent older individuals' monies" from other California SDAs that, unless notified otherwise by December 27th, would be unilaterally incorporated into the PY'92 Title IIA-3% Older Individuals' Formula Account of San Francisco's PY'92-'93 Job Training Plan;

- although written confirmation has still not been provided, it now appears that the State intends to incorporate the 1993 Title IIB-SYETP monies that are being transferred for year-round youth programs into the PY'92 Title IIA-78% Formula Account of the PY'92-'93 Job Training Plan; and

- the PIC's formal complaint against the State for its *ex post facto* interpretation of what the amended Act requires for determining the minimum subsidized OJT wage for youths is being scheduled for a formal hearing.

**Supplementary recommendations with regard to the Committee's request:**

Federal and State guidelines for the transition from the original to the amended Acts require that the former "minimum youth expenditure levels" for the PY'92 Title IIA-78% Basic Adult-Youth Formula Accounts be met by the time those subgrants are terminated on or before the end of PY'94.

While the overall "minimum youth expenditure level" in San Francisco's PY'92 Title IIA-78% Basic Adult-Youth Formula Account was already exceeded by the end of PY'92, the apparent subsequent decision to incorporate the transferred 1993 Title IIB-SYETP monies into this account creates a new obligation to serve youths in that program prior to the subgrant's expiration on or before the end of PY'94.

Had those SYETP monies been incorporated into San Francisco's PY'93 Title IIC-82% Basic Youth Formula Account, the alternatives would have been significantly different because section 266 of the amended Act permits up to ten percent of the monies allocated for the PY'93 Title IIC-82% Basic Youth Formula Account (or ten percent of $1,355,383 San Francisco's case) to be transferred to the PY'93 Title IIA-77% Basic Adult Formula Account, providing the Governor approves.

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The State's apparent refusal to discuss or to reconsider its *ex post facto* interpretation of what the amended Act requires for determining the minimum subsidized OJT wage for youths is being scheduled for a formal hearing. This could effectively raise that minimum hourly wage in San Francisco from $6.84 (which is incorporated in all existing PIC Subcontracts) to $8.09 and the State has indicated it wants to impose the higher hourly wage figure retroactively to the beginning of PY'93. This significantly strengthens the requests of three subcontractors seeking permission to use some or all of the additional OJT monies being recommended by the Committee for adults (for whom no minimum wage is required), as opposed to youths.

While the Staff still considers it to be extremely important to maintain an OJT program option for youths (especially in light of the Administration's proposed "school-to-work" requirements for paid work experience, but with limited or no federal subsidies) and while the Staff considers all four subcontractors' requests to be meritorious under the circumstances cited, it cannot yet provide assurances to either the Council, the Mayor, or the concerned subcontractors of what is legally permissible.

As a consequence, Staff is requesting authority to continue negotiations with representatives of each of the four subcontractors and with the State and to approve whatever specific modifications to those subcontracts, to any affected JTPA Subgrants, or to both prove to be necessary.

**Supplementary recommendations with regard to the additional older individuals' monies:**

The additional "excess unspent older individuals' monies" announced for San Francisco would increase the unobligated balance of the PY'92 Title IIA-3% Older Individuals' Formula Account from the $44,168 considered by the Committee on December 17th to approximately $73,000. And, under its pre-existing "Funds Utilization Policy", the State is apparently holding San Francisco responsible for spending at least eighty percent of those monies by June 30th of next year.

Representatives of the Staff have consulted with representatives of several subcontractors that should be considered candidates for those additional monies and, it is the Staff's opinion, that only Self Help for the Elderly is in a position to use those additional monies both responsibly and effectively within the next six months.

As a consequence, it is recommended that the Staff be authorized to determine the precise amounts of those additional monies that would be needed by the PIC's Intake account and by its Participant Support account to support an expanded budget addition to the Self Help for the Elderly subcontract under the PY'92 Title IIA-3% Older Individuals' Formula Account. While this will permit additional training and services to be provided to older Asians and Pacific Islanders, it will exacerbate the PIC's inability to meet the overall enrollment goals specified in the PY'92-'93 Job Training Plan in this subpart program.

**Supplementary recommendations with regard to other potential additional unobligated monies:**

While it is already known that San Francisco is eligible for reallocated "excess unspent PY'92 Title IIA-78% formula monies" from other California SDAs, neither the amounts of those potential reallocations nor the scheduled date of their publication has been announced yet. In addition, other potential additional unobligated JTPA monies may become available before the end of the current PY'93.

As a consequence, it is recommended that Staff be authorized:

- to determine what precise amounts of such additional monies could be reasonably and effectively used before the end of PY'93;

- to negotiate and execute any additional obligations of them that would be necessary to accomplish those objectives; and,

- if they cannot be used either reasonably or effectively before the end of PY'93, to add them to the potential monies that will be obligated in the initial budget for the PY'94-'95 Job Training Plan.

Staff sincerely apologizes for the extraordinary complexity of these and of the Planning Committee's recommendations. Hopefully, because this is a "transition year" from the requirements of the original to the amended Act and because there is a new Administration in the White House, such complexity will not be repeated in subsequent planning cycles.

Please let Staff know if there are questions about any of these recommendations prior to or at the Council's next meeting on January 11th.

cc: Members, Planning Committee
PIC Staff and Subcontractors
Jaqui Sikoryak, EDD/JTPD

PRIVATE INDUSTRY COUNCIL
OF SAN FRANCISCO, INC.



MEMORANDUM

**TO:** ALL COUNCIL MEMBERS
MAYOR JORDAN

**DATE:** JANUARY 5, 1994

**FROM:** LESLIE LUTTGENS
CHAIRWOMAN

**SUBJECT:** INITIAL EVALUATION COMMITTEE RECOMMENDATIONS FOR SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

**Background:**

By this date, the broad outlines of a Job Training Plan for the City and County of San Francisco for the subsequent biennial period beginning next July would normally have been established based:

- on this Committee's public hearings and evaluations of performance in the current and previous years' overall programs;
- on major changes observed in San Francisco's eligible populations and labor market; and
- on new Federal, State, or City initiatives that have been established and communicated

so that an overall program design can be formulated and, based on it;

- solicitations of proposed PIC Subcontracts formulated by the Planning Committee;
- approved by both the Council and the Mayor and issued within the next few weeks;
- responses to those solicitations evaluated and recommended in public hearings held by the Planning Committee;
- PIC Subcontractors selected and the Job Training Plan completed and concurrently by the Council and the Mayor; and
- submitted to the Governor, all by the statutory date of April 12th of this year.

While some evaluations of program performance have been completed, some changes in San Francisco's eligible populations have been observed, and fragments of some new initiatives communicated, there is still a substantial amount of information that is expected about state and federal initiatives but that is not yet available. As a result, the Committee is recommending that we proceed as follows:

The final Federal regulations for the amended *Job Training Partnership Act* (JTPA) have still not been issued. The Committee recommends that we proceed based the "Interim Final Rule" of December of 1992, noting in cases of disparities or ambiguities the specific interpretation being recommended, its source, why it is being recommended, and what, if any, risks may be assumed by the PIC in adopting that specific interpretation.

Outside of the amended Act's requirements for these plans, the following initiatives potentially affect San Francisco's PY'94-'95 Job Training Plan and should be monitored accordingly:

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853

- Two versions of a "School-to-Work Opportunities Act" are now being considered by Congress, numerous position papers concerning its implementation have been circulated, planning grant applications have been solicited from interested states (California is applying), and grant applications under the *Perkins Vocational and Applied Technology Education Act* for "Community Education Employment Centers" (CEECs) are being solicited by February 11th.

- The Labor Department has been working on proposed legislation for displaced workers, possibly to replace JTPA Title III. The latest name for it is "Workers' Security System" but no date has been announced for submitting this proposed legislation to Congress or for authorizing demonstrations of what it would authorize.

- The (Labor) "Secretary's Commission on Achieving Necessary Skills" (SCANS) continues to meet regularly with the expectation that its eventual products (i.e., national skill standards, etc.) will provide a framework for both "School-to-Work" and "Workers' Security System" programs (and for which the San Francisco Assessment Center could be a key ingredient).

- On December 1st, the Labor Department announced that the City and County of San Francisco's proposed site of Treasure Island for a new Job Corps Center under JTPA Title IVB is among the 25 finalist across the Nation, that additional site visits are now being conducted by its representatives, and that sites for approximately nine new centers will be announced by the end of March.

- On December 22nd, the Labor Department issued a Solicitation for Grant Applications (SGA) for up to 25 new "Youth Fair Chance Programs" under JTPA Title IVD with all applications to be received in Washington, D.C. on or before March 22nd.

**Recommended emphases for eligibles to be served in PY'94-'95:**

It is already known that, based on performance of the PIC and its subcontractors in the PY'92 Title IIA (78%) Program, San Francisco will be receiving a Titles IIA and IIC (5%) Incentive Award later this year but the amount of that award cannot yet be determined.

The Committee recommends continued use of some of that award to support the costs of the STEP's "School Year Support" component.

It also recommends continuation of the Joseph S. Bailey Memorial Program for those eligibles with particularly low basic educational skills provided:

- that financial resources from sources other than JTPA can be committed to defray some or all of the extraordinary costs of supportive services that are expected for this particularly difficult population; and,

- if such additional resources cannot be committed, that the design and performance characteristics of the program be modified so that its performance characteristics are compatible with the performance standards required for Titles IIA (77%) and IIC (82%) Subpart Programs.

It is not now expected that the State's representatives will be able to provide promptly the statistical profiles of San Francisco's JTPA Title II eligible populations that have heretofore been considered one of the key components in establishing enrollment goals for San Francisco's Job Training Plans.

As a result, the Committee recommends:

- that the enrollment goals and equity considerations approved for the PY'92-'93 Job Training Plan (refer to the January 3rd 1992 table attached as the fifth page to this report) be approved in concept for San Francisco's PY'94-'95 Job Training Plan with the following two modifications:

- substitute "hard to serve youths" as defined in the amended Act for the State's "High Risk Youths" and the PIC's "At Risk Youths"; and

- raise three enrollment goals for homeless individuals from four to five percent (the actual enrollment rate obtained in PY'92);

- that the PIC Staff apply any new EDD/LMID eligible profile data to the determination of new enrollment goals for PY'94-'95 in a manner that is consistent with that used in establishing the PY'92-'93 enrollment goals; and

- that the PIC Staff report the results of those applications to the new profile data back to the Committee, time permitting.

The overwhelming majority of these approved enrollment goals were met in all relevant PY'92 Subpart Programs and they continue to reflect equitably the relative job training needs of San Francisco's economically disadvantaged population segments.

In addition, among other desired programs the Committee recommends that the Request for PY'94-'95 Title II Proposals (RFP) contain:

- a specific solicitation for proposed training programs for homeless individuals or families that include an enhanced support system (e.g, similar to case management) that will address problems of housing, financial maintenance, life skills, career counseling, and self-esteem with the commitment of monies from sources other than just JTPA;

- a specific solicitation for proposed training programs for eligible women in occupations that are <u>not</u> considered to be "traditional occupations for women" (i.e., less than 25% of the workforce employed in that occupation are women) as determined by national, statewide, or local labor force data (at present, only the former two are available); and

- unless a single overall process is prescribed for all proponents, a requirement that all proposals describe the precise processes, including the responsible parties, through which individuals targeted for enrollment will be:

  - identified and recruited;

  - determined and certified eligible by authorized representatives of the PIC;

  - provided with an "objective assessment" of skills, interests, and aptitudes (if sources other than the San Francisco Assessment Center are contemplated);

  - determined and certified eligible by authorized representatives of the PIC (if not performed previously);

  - referred to the appropriate services or training within or outside of San Francisco's JTPA Program System;

  - provided with the appropriate training and services within or outside of San Francisco's JTPA Program System; and

  - placed in the appropriate job or in otherwise appropriate opportunities (e.g., continuing education or training, etc.) especially in Title III Programs.

**Labor demand that should be emphasized in PY'94-'95:**

In August of 1993 the Labor Market Information Division of the State's Employment Development Department (EDD/JTPD) published its periodic "Projections of Employment 1990-1997 by Industry and Occupation" for the City and County of San Francisco. Enclosed are excerpts from that report, particularly data on occupations that are projected to experience the *largest numbers* of new job opportunities (in Table 4 on page 13) and data on occupations that are projected to experience the *highest rate* of growth in new job opportunities (in Table 5 on page 14) during the period from 1990 to 1997.

These projections are based on a model that integrates recent historical data from various sources with certain economic assumptions about San Francisco's businesses and industries and (as a result of those factors and of projected changes in both technology and regulations) in a certain occupational mix. The specific methodology and economic assumptions used in formulating these projections are described on the attached pages 38-40.

While the numbers of San Francisco jobs in many occupations are expected to increase between 1990 and 1997, it may be equally significant that the numbers of jobs in certain other occupations (e.g., bookkeeping clerks, data entry clerks, etc.) are expected to decline during this same period of time. Although not incorporated in the attached excerpts (due to space and cost limitations), the EDD/JTPD report also contains projected increases and decreases in San Francisco jobs for 874 specific occupations with, for each occupation, the projected numbers of additional opportunities due to separations (e.g., retirements, job changes, etc.) also displayed.

Please contact the PIC or the EDD/LMID for access to these additional detailed occupational projections. Complete individual copies of this report and of similar reports for other Service Delivery Areas in the Bay Area may be obtained by submitting a written request to:

State of California
EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
Post Office Box 7774
San Francisco, CA 94120

Data in these reports should not be considered exhaustive; for many of the occupations listed, both the EDD/LMID and the PIC have other additional information (i.e., occupational guides, targeted labor market studies, etc.) that may be of value in designing specific educational or job training programs and there may be other sources of information (e.g., different historical data, different economic assumptions, etc.) that result in different projections for certain occupations.

cc: Members, Planning Committee
Members, Evaluation Committee (w/o enclosed EDD/LMID report)
PIC Staff and Subcontractors (w/o enclosed EDD/LMID report)
Jaqui Sikoryak and Linda Kalvelage, EDD/JTPD (w/o enclosed EDD/LMID report)
Ed Champlin and Doug Perron, EDD/LMID-Coastal Region (w/o enclosed EDD/LMID report)

Attachments

# PY'92-'93 ENROLLMENT GOALS RECOMM ED BY THE EVALUATION COMMITTEE

| SUBSTANTIAL SEGMENTS | 1980 CENSUS TOTAL POPULATION | 1990 CENSUS TOTAL POPULATION | EDD/LMID STAFF ESTIMATES OF 1990: ELIGIBLES AGES 16+ | ELIGIBLES AGES 16-21 | ELIGIBLES AGES 22+ | ELIGIBLES AGES 55+ | RECOMMENDED ENROLLMENT GOALS FOR: 92-93 TITLE IIB-SYETP | 92-93 TITLE IIA (78%) | 92-93 TITLE IIA (3%) |
|---|---|---|---|---|---|---|---|---|---|
| TOTAL NO. | 678,674 | 723,959 | 137,397 | 13,740 | 93,430 | 30,227 | TBD | TBD | TBD |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| FEMALES | 50% | 50% | 53% | 51% | 53% | 63% | 51% | 53% | 63% |
| MALES | 50% | 50% | 47% | 49% | 47% | 37% | 49% | 47% | 37% |
| AGES 14-15 | NA | NA | 0% | 0% | 0% | 0% | 39% | 0% | 0% |
| AGES 16-21* | 10% | 8% | 10% | 100% | 0% | 0% | 61% | 40% * | 0% |
| AGES 22-24 | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| AGES 25-54 | 60% | 65% | 69% | 0% | 71% | 0% | 0% | 54% | 0% |
| AGES 55 + | 30% | 27% | 21% | 0% | 29% | 100% | 0% | 6% | 100% |
| *<A.A. FACTOR: 1.00 FOR "AGES 16-21" IN "(78%)" > * | | | | | | | | | |
| AM.IND. ET AL (NH) * | 0% | 0% | 1% | 1% | 1% | 0% | 1% * | 1% * | 0% * |
| ASIANS & P.I. (NH) * | 21% | 28% | 27% | 30% | 26% | 29% | 36% * | 39% * | 42% * |
| • [ASIANS (NH)] * | [15%] | [20%] | [22%] | [25%] | [22%] | [24%] | [30%] * | [32%] * | [35%] * |
| • [PAC.ISLANDERS (NH)] * | [6%] | [8%] | [5%] | [5%] | [4%] | [5%] | [6%] * | [7%] * | [7%] * |
| BLACKS (NH) * | 13% | 11% | 16% | 23% | 15% | 15% | 33% * | 28% * | 26% * |
| HISPANICS * | 13% | 14% | 15% | 21% | 14% | 10% | 25% * | 22% * | 15% * |
| WHITES (NH) | 53% | 47% | 41% | 25% | 44% | 46% | 5% | 10% | 17% |
| OTHERS (NH) | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *<A.A. FACTORS: 1.20 FOR "MINORITIES EXCEPT BLACKS" IN "SYETP", 1.45 FOR "BLACKS" IN "SYETP" AND FOR "MINORITIES EXCEPT BLACKS" IN "(78%&3%)", 1.75 FOR "BLACKS" IN "(78%&3%)">* | | | | | | | | | |
| SCHOOL DROPOUTS | NA | NA | 31% | 21% | 33% | 57% | 21% | 31% | 57% |
| STUDENTS | NA | NA | 5% | 28% | 1% | 0% | 79% | 10% | 0% |
| GRADUATES & POST H.S | NA | NA | 64% | 51% | 65% | 43% | — | — | — |
| • [H.S.GRAD & EQUIV] | [NA] | [NA] | [NA] | [NA] | [NA] | [NA] | — | — | — |
| • [POST H.S. STUDENTS] | [NA] | [NA] | [NA] | [NA] | [NA] | [NA] | — | — | — |
| READING LEVEL <7TH GRADE | NA | NA | NA | NA | NA | NA | — | — | — |
| LIMITED ENG. PROFICIENT | 3% | NA | 15% | 11% | 16% | 20% | 10% | 30% | 30% |
| DISABLED | 2% | NA | 10% | 3% | 11% | 21% | 10% | 10% | 5% |
| OFFENDER | 2% | NA | 11% | NA | NA | NA | — | 11% | — |
| SINGLE HD OF HSEHOLD (PARENT) | 3% | NA | 14% | NA | NA | NA | 5% | 14% | — |
| UI CLAIMANTS | 6% | NA | NA | NA | NA | NA | — | — | — |
| LONG-TERM UNEMPLOYED | 3% | NA | NA | NA | NA | NA | — | — | — |
| NOT IN LABOR FORCE | 32% | NA | NA | NA | NA | NA | — | — | — |
| PUBLIC ASST. RECIPIENTS | 8% | NA | 43% | NA | NA | NA | 45% | 30% | 20% |
| • [AFDC RECIPIENTS] | [2%] | [NA] | [9%] | [NA] | [NA] | [NA] | [40%] | [18%] | [3%] |
| • [GAIN PARTICIPANTS] | [0%] | [NA] | [1%] | [NA] | [NA] | [NA] | [1%] | [1%] | [1%] |
| • [SSI/SSP RECIPIENTS] | [5%] | [NA] | [28%] | [NA] | [NA] | [NA] | [5%] | [5%] | [10%] |
| • [GA/RCA RECIPIENTS] | [1%] | [NA] | [7%] | [NA] | [NA] | [NA] | [1%] | [7%] | [7%] |
| FOOD STAMP RECIPIENTS | 2% | NA | 10% | NA | NA | NA | 10% | 10% | 10% |
| VETERANS | 2% | NA | 9% | 2% | 11% | 14% | 0% | 9% | 14% |
| • [DISABLED] | [1%] | [NA] | [NA] | [NA] | [NA] | [NA] | [0%] | — | — |
| • [VIETNAM ERA] | [1%] | [NA] | [3%] | [0%] | [3%] | [0%] | [0%] | [4%] | — |
| • [REC.SEPARATED] | [NA] | [NA] | [NA] | [NA] | [NA] | [NA] | — | — | — |
| HIGH RISK YOUTHS (SF DEF.) | NA | NA | NA | NA | NA | NA | 70% | 28% | 0% |
| HOMELESS ADULTS AND YOUTHS | NA | NA | 4% | NA | NA | NA | 4% | 4% | 4% |

# PROJECTIONS OF EMPLOYMENT
# by
# Industry and Occupation
# 1990 - 1997



# SAN FRANCISCO COUNTY

For additional information contact:
COASTAL AREA INFORMATION GROUP
P.O. Box 7774
San Francisco, CA 94120-7774
(415) 557-3052

State of California
Employment Development Department
Labor Market Information Division

1993

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## TABLES AND CHARTS

# EMPLOYMENT DEVELOPMENT DEPARTMENT
# LABOR MARKET INFORMATION DIVISION
# AREA INFORMATION GROUPS

**This state map provides the address and phone number of the labor market information office for each county and the state.**


Northern Area Information Group
P.O. Box 826880
Sacramento, CA 94280-0001
(916) 262-2166

Coastal Area Information Group
P.O. Box 7774
San Francisco, CA 94120-7774
(415) 557-3052

Southern Area Information Group
P.O. Box 1230
Los Angeles, CA 90013-1230
(213) 897-6850

Statewide Information:

Labor Market Information Division
P.O. Box 826880
Sacramento, CA 94280-001
(916) 262-2345

# INTRODUCTION

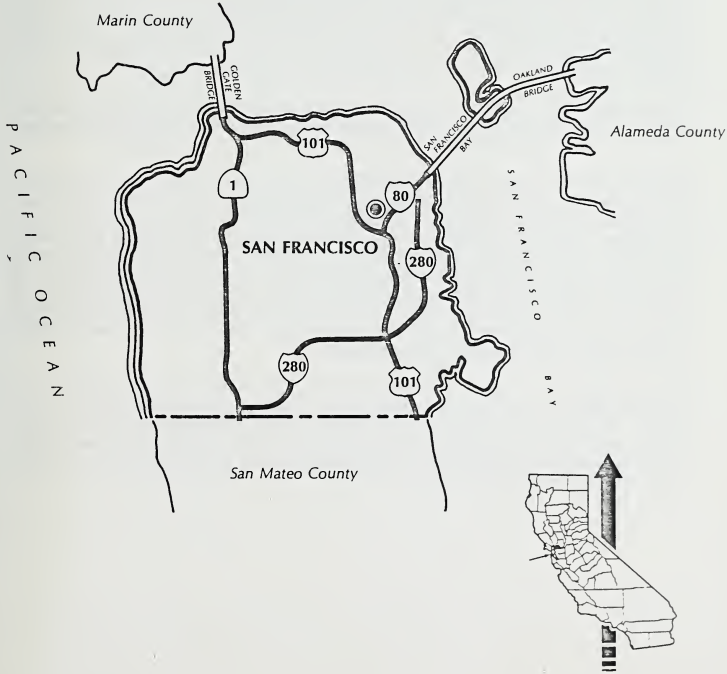
As a product of the California Cooperative Occupational Information System (CCOIS), formerly known as the State/Local Cooperative Labor Market Information (LMI) Program, this PROJECTIONS report is for the use of a variety of individuals and organizations interested in the labor market. Combined with other data, the projections presented here can help students, jobseekers, and counselors identify promising career and employment directions; they can help vocational education and training planners decide which programs to initiate, expand, decrease or eliminate; and they can help private sector economic development planners and private industry decision makers plan for the future. In addition to this report, the CCOIS will provide one or more reports and analyses of specific occupations which have been surveyed locally for employer information about the availability of trained workers, recruitment practices, qualifications needed, earnings and hours, advancement patterns, and outlook. These reports will be available through the San Francisco County Private Industry Council. For more information contact your local Private Industry Council at (415) 621-6853.

These projections show the expected change in the number of jobs in an area both by industry (where the jobs are located within the economy) and by occupation (what the jobs are) over a seven-year period. The report addresses industry and occupational changes separately, with each section covering projections for the same time period.

This report is divided into several sections. It begins with an area profile and is followed by a discussion of trends for major industry divisions and occupational groups, and includes tables which show detailed industry and occupational employment projections. A discussion of the data sources and underlying economic assumptions follows this. Finally, an alphabetical index of the occupational categories used in this report is presented.

The projections contained in this report were developed using an Occupational Employment Statistics (OES) survey-based industry-occupational matrix system. The report includes wage and salary employment, but does not include self-employment or agricultural employment, with the exception of selected agricultural services. For a more detailed description of the methods and data sources used in this report, see the Methods and Economic Assumptions section.

# SAN FRANCISCO COUNTY



# AREA PROFILE

## SAN FRANCISCO COUNTY

The City and County of San Francisco is located on the hilly tip of a peninsula in Northern California, surrounded by the Pacific Ocean and San Francisco Bay on three sides and San Mateo County to the south. The maritime climate provides year-round cool temperatures and morning and evening fog. At 46.7 square miles (approximately seven by seven miles), it is the smallest county in the State. With close to three-quarters of a million people, it is one of the most densely populated cities in the nation, with less than half of the residents in single-family houses.

The significant multicultural mix of its residents gives San Francisco its cosmopolitan image and diverse labor force. Well over one-half million jobs within San Francisco provide work for about three-fourths of the resident labor force of approximately 400,000, and some 250,000 people commuting from neighboring counties. About one-half of these jobs are concentrated in the services and retail and wholesale trade sectors, many of them to serve the number one industry focus: tourism.

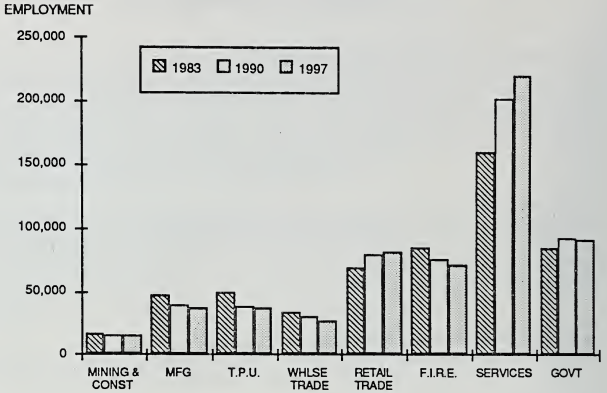
Visitors from other counties, states and countries stream into San Francisco every day (over 13 million in 1991) and annually spend almost four billion dollars within the local economy, according to the San Francisco Convention and Visitors Bureau.

Besides being a major tourist attraction, San Francisco serves as business headquarters for scores of companies, including about two dozen in the Fortune 500. The City/County also functions as a gateway for world trade, with its many foreign consulates and trade offices and significant activity in import/export and foreign investment. The financial district, anchored by a Federal Reserve Bank and the Pacific Stock Exchange, provides tens of thousands of jobs. It serves as a focal point for corporate offices and the scores of large and small companies providing goods and services to the business community. The downtown is also San Francisco's retailing center, accounting for many of the City's 75,000 retail trade jobs and 24 billion dollars annually spent on retail goods (1991 estimates).

San Francisco's land area is mostly built out. Currently, the only large tract of developable land is an area called "Mission Bay" (between the China Basin and Central Basin). Plans for the area call for significant residential and commercial development over the next 20 years. In addition, San Francisco's military installations at the Presidio, Treasure Island and Hunter's Point Naval Shipyard are expected to be converted to civilian use by the end of the century.

# INDUSTRY TRENDS

## INDUSTRY CHART
## EMPLOYMENT BY MAJOR INDUSTRY
## *SAN FRANCISCO COUNTY 1983 - 1990 - 1997*




## TABLE 1
## EMPLOYMENT BY MAJOR INDUSTRY (1)
## *SAN FRANCISCO COUNTY 1983 - 1990 - 1997*

| INDUSTRY TITLE | 1983 EMPLOYMENT | % OF TOTAL | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|---|---|
| TOTAL, NONAGRICULTURAL | 546,300 | 100.0% | 573,100 | 100.0% | 582,000 | 100.0% |
| MINING & CONSTRUCTION | 16,100 | 2.9% | 15,700 | 2.7% | 15,500 | 2.7% |
| MANUFACTURING | 47,700 | 8.7% | 39,100 | 6.8% | 37,000 | 6.4% |
| TRANSPORTATION & PUBLIC UTILITIES | 50,100 | 9.2% | 38,500 | 6.7% | 37,000 | 6.4% |
| WHOLESALE TRADE | 33,500 | 6.1% | 29,800 | 5.2% | 27,300 | 4.7% |
| RETAIL TRADE | 69,400 | 12.7% | 78,900 | 13.8% | 81,500 | 14.0% |
| FINANCE, INSURANCE, & REAL ESTATE | 84,500 | 15.5% | 75,800 | 13.2% | 71,600 | 12.3% |
| SERVICES | 160,200 | 29.3% | 202,500 | 35.3% | 220,300 | 37.9% |
| GOVERNMENT (2) | 84,800 | 15.5% | 92,800 | 16.2% | 91,800 | 15.8% |

1/ March 1991 Benchmark. Employment is reported by place of work and excludes self-employed persons, unpaid family workers, and those involved in labor-management trade disputes. These data are based on Standard Industrial Classifications. Annual average industry detail may not add up to totals due to independent rounding. Projections data exclude some service workers.

2/ Includes all civilian government employees regardless of the activities in which they are engaged.

## INDUSTRY TRENDS AND OUTLOOK

From 1990 to 1997, nonagricultural employment in San Francisco County will grow by 8,900 jobs, including both full-time and part-time positions. Services and retail trade will account for all the payroll gains during this period. All other industry divisions will lose jobs. These projections take into account the loss of several thousand jobs during the economic recession of the early part of this period.

The **services** industry division will gain the majority of new jobs during the forecast period. Currently accounting for over one-third of all jobs in San Francisco, services will add 17,800 new jobs from 1990 to 1997. Business services; engineering, accounting, and research services; health services; and legal services are the largest categories within the division. Substantial payroll gains are expected for business services, particularly in the largest of the business service industries, such as help supply services, employment agencies, building maintenance, advertising agencies, and detective, guard, and armored car services. Legal services will also grow at a substantial rate--9.6 percent--during the forecast period. Engineering, accounting, research, management, and related services will expand by 1,600 jobs by 1997. Currently, about half of this industry group is engaged in engineering and architectural services. Likewise, health services will gain many new jobs during the next several years. Most of this gain will be in facilities such as doctors' and dentists' offices, home health care services, and outpatient clinics, with little job growth in hospitals.

**Retail trade** will experience modest job growth during the forecast period. The largest employment gains are expected in food stores, restaurants, and apparel stores. Plenty of new retail space will become available during the next several years, including remodeling of ground-level floors for retailing. Much of this growth is reflected in the 1,600 job gain expected in other retail trade. However, intense competition and changes in consumer spending, prompted by the recession, will slow overall employment growth in retail trade during the first part of the forecast period and contribute to job losses in department stores and no growth in payrolls of auto dealers and service stations.

**Government** employment will decline during the forecast period. The small job gains in state and local government will be offset by a substantial loss of federal jobs. Defense cutbacks and the relocation of some workers to the new federal building in Oakland will shrink San Francisco's share of government payrolls.

Employment within the **finance, insurance**, and **real estate** division will drop by 4,200 jobs by 1997. The county's financial sector will experience large job losses, due mainly to restructuring and relocation within the banking and the savings and loan industries. Likewise, the insurance industry will experience some "downsizing" and relocation, dropping 1,200 jobs from payrolls. Offsetting a small portion of these losses will be the continuing slow growth in the San Francisco real estate industry.

In the **transportation, communications**, and **public utilities** division, total employment will drop by 1,500. Payrolls will decline or remain flat in all transportation industries, except air transportation and transportation services. Cutbacks will also

continue in communications as automation and relocation reduce the need for local workers.

**Manufacturing** employment within the county will continue to decline, as it has, almost steadily, since 1980. The largest job losses are expected in fabricated metals and machinery manufacturing. The number of jobs in most other manufacturing groups will drop or will finish the forecast period at the same level as that of 1990. The exceptions to this trend will be payrolls in instruments and apparel, which are expected to increase slightly.

Retrenchment and consolidation in **wholesale trade** will result in the loss of 1,500 jobs in durable goods and 1,000 jobs in nondurable goods trade.

After a substantial drop during the early part of the forecast period, **construction** employment will rebound to a 1997 level 200 jobs below that of 1990. The decline will be limited to payrolls of the contractors and builders of residential and nonresidential buildings. Special trades construction can expect a small employment increase as San Francisco's older buildings provide plenty of renovation work.

# TABLE 2
## EMPLOYMENT BY INDUSTRY (1)
### 1990 ANNUAL AVERAGE AND 1997 PROJECTED EMPLOYMENT

***SAN FRANCISCO COUNTY***

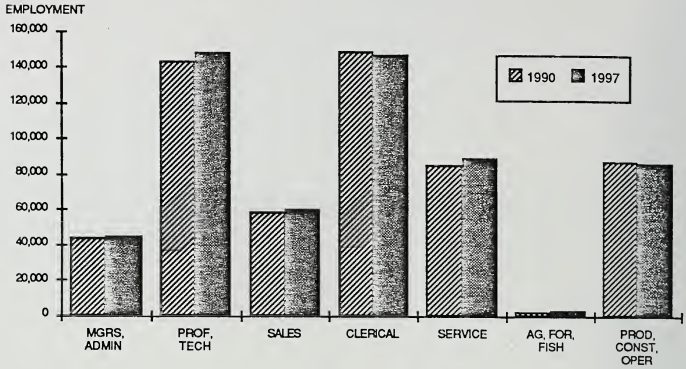
| INDUSTRY TITLE | SIC | 1990 | 1997 | ABSOLUTE CHANGE | PERCENT CHANGE |
|---|---|---|---|---|---|
| **TOTAL NONAGRICULTURAL** | | **573,100** | **582,000** | **8,900** | **1.6%** |
| **MINING & CONSTRUCTION** | **10-14, 15-17** | **15,700** | **15,500** | **-200** | **-1.3%** |
| **MANUFACTURING** | **20-39** | **39,100** | **37,000** | **-2,100** | **-5.4%** |
| DURABLE GOODS | 24-25, 32-39 | 6,600 | 5,500 | -1,100 | -16.7% |
| PRIMARY & FABRICATED METALS | 33, 34 | 1,500 | 1,100 | -400 | -26.7% |
| TRANSP EQUIP | 37 | 1,000 | 800 | -200 | -20.0% |
| OTHER DURABLES | 24-5, 32, 5, 6, 8 | 4,100 | 3,600 | -500 | -12.2% |
| NONDURABLE GOODS | 20-23, 26-31 | 32,500 | 31,500 | -1,000 | -3.1% |
| FOOD & KINDRED PROD | 20 | 5,000 | 4,800 | -200 | -4.0% |
| APPAREL & TEXTILE PRODUCTS | 23 | 14,100 | 14,200 | 100 | 0.7% |
| PRINTING & PUBLISHING INDUSTRIES | 27 | 9,400 | 9,200 | -200 | -2.1% |
| OTHER NONDURABLES | 21-22, 26, 28-31 | 4,000 | 3,300 | -700 | -17.5% |
| **TRANSPORTATION & PUBLIC UTILITIES** | **40-49** | **38,500** | **37,000** | **-1,500** | **-3.9%** |
| TRANSPORTATION | 40-42, 44-47 | 20,400 | 20,000 | -400 | -2.0% |
| COMMUNICATIONS & UTILITIES | 48-49 | 18,100 | 17,000 | -1,100 | -6.1% |
| **WHOLESALE TRADE** | **50-51** | **29,800** | **27,300** | **-2,500** | **-8.4%** |
| **RETAIL TRADE** | **52-59** | **78,900** | **81,500** | **2,600** | **3.3%** |
| GEN MERCHANDISE | 53 | 7,900 | 7,700 | -200 | -2.5% |
| FOOD STORES | 54 | 8,400 | 8,900 | 500 | 6.0% |
| APPAREL & ACCESSORIES | 56 | 9,500 | 9,800 | 300 | 3.2% |
| EATING & DRINKING PLACES | 58 | 32,300 | 32,700 | 400 | 1.2% |
| OTHER RETAIL | 52, 55, 57, 59 | 20,800 | 22,400 | 1,600 | 7.7% |
| **FINANCE, INSURANCE, & REAL ESTATE** | **60-67** | **75,800** | **71,600** | **-4,200** | **-5.5%** |
| FINANCE | 60-62, 67 | 46,000 | 42,700 | -3,300 | -7.2% |
| INSURANCE | 63-64 | 19,300 | 18,100 | -1,200 | -6.2% |
| REAL ESTATE | 65 | 10,500 | 10,800 | 300 | 2.9% |
| **SERVICES** | **70-89** | **202,500** | **220,300** | **17,800** | **8.8%** |
| HOTELS & OTHER LODGING PLACES | 70 | 18,300 | 19,000 | 700 | 3.8% |
| BUSINESS SERVICES | 73 | 53,300 | 62,300 | 9,000 | 16.9% |
| HEALTH SERVICES | 80 | 25,400 | 27,200 | 1,800 | 7.1% |
| LEGAL SERVICES | 81 | 20,800 | 22,800 | 2,000 | 9.6% |
| SOCIAL SERVICES & MEMBERSHIP | 83, 86 | 22,400 | 23,900 | 1,500 | 6.7% |
| ENGNR, ACCT, RSRCH, MGMT SERV | 87 | 30,200 | 31,800 | 1,600 | 5.3% |
| OTHER SERVICES | | 32,100 | 33,300 | 1,200 | 3.7% |
| **GOVERNMENT (2)** | | **92,800** | **91,800** | **-1,000** | **-1.1%** |
| FEDERAL GOVERNMENT | | 28,600 | 26,500 | -2,100 | -7.3% |
| STATE AND LOCAL | | 64,200 | 65,300 | 1,100 | 1.7% |

1/ March 1991 Benchmark. Employment is reported by place of work and excludes self-employed persons, unpaid family workers, and those involved in labor-management trade disputes. These data are based on Standard Industrial Classificabons. Annual average industry detail may not add up to totals due to independent rounding. Projections data exclude some service workers.

2/ Includes all civilian government employees regardless of the activities in which they are engaged.

# OCCUPATIONAL TRENDS

## OCCUPATIONAL CHART
## EMPLOYMENT BY MAJOR OCCUPATIONAL GROUP
### *SAN FRANCISCO COUNTY 1990 - 1997*




## TABLE 3
## EMPLOYMENT BY MAJOR OCCUPATIONAL GROUP
### *SAN FRANCISCO COUNTY 1990 - 1997*

| OCCUPATIONAL GROUP | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL | ABSOLUTE CHANGE | PERCENT CHANGE |
|---|---|---|---|---|---|---|
| TOTAL, ALL OCCUPATIONS | 573,100 | 100.0% | 582,000 | 100.0% | 8,900 | 1.6% |
| MGRS AND ADMINISTRATIVE | 44,250 | 7.7% | 44,750 | 7.7% | 500 | 1.1% |
| PROFESSIONAL, PARAPROF, TECH | 143,490 | 25.0% | 148,520 | 25.5% | 5,030 | 3.5% |
| SALES AND RELATED | 58,980 | 10.3% | 60,810 | 10.4% | 1,830 | 3.1% |
| CLERICAL, ADMINISTRATIVE SUPPORT | 149,600 | 26.1% | 147,580 | 25.4% | -2,020 | -1.4% |
| SERVICE OCCUPATIONS | 85,870 | 15.0% | 89,500 | 15.4% | 3,630 | 4.2% |
| AGRICULTURAL, FORESTRY, FISH | 2,840 | 0.5% | 2,960 | 0.5% | 120 | 4.2% |
| PROD, CONST, OPER, MAT HAND | 87,870 | 15.3% | 87,620 | 15.1% | -250 | -0.3% |

*TOTAL INCLUDES A SMALL NUMBER OF OCCUPATIONS WHICH WERE NOT CLASSIFIED, AND IS BASED ON THE 3/91 BENCHMARKED INDUSTRY TOTAL

## TABLE 4
## OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH*

*SAN FRANCISCO COUNTY 1990 - 1997*

| OCCUPATION | 1990 | 1997 | ABSOLUTE CHANGE | PERCENT CHANGE |
|---|---|---|---|---|
| GUARDS AND WATCH GUARDS | 7,430 | 8,410 | 980 | 13.2% |
| JANITORS, CLEANERS--EXCEPT MAIDS | 10,540 | 11,380 | 840 | 8.0% |
| SALESPERSONS - RETAIL(NON-VEHICLE) | 17,510 | 18,300 | 790 | 4.5% |
| LAWYERS | 8,150 | 8,770 | 620 | 7.6% |
| SECRETARIES, LEGAL | 5,230 | 5,780 | 550 | 10.5% |
| RECEPTIONISTS, INFORMATION CLERKS | 6,600 | 7,000 | 400 | 6.1% |
| CASHIERS | 8,090 | 8,480 | 390 | 4.8% |
| REGISTERED NURSES | 10,120 | 10,460 | 340 | 3.4% |
| SECRETARIES, GENERAL | 15,960 | 16,240 | 280 | 1.8% |
| TYPISTS, INCLUDING WORD PROCESSING | 8,300 | 8,580 | 280 | 3.4% |
| COMPUTER ENGINEERS | 1,060 | 1,300 | 240 | 22.6% |
| COMPUTER PROGRAMMERS, INCL AIDES | 4,060 | 4,300 | 240 | 5.9% |
| NURSE AIDES, ORDERLIES, ATTENDANTS | 3,230 | 3,430 | 200 | 6.2% |
| PARALEGAL PERSONNEL | 1,960 | 2,150 | 190 | 9.7% |
| GENERAL OFFICE CLERKS | 22,600 | 22,790 | 190 | 0.8% |
| GENERAL MANAGERS, TOP EXECUTIVES | 14,740 | 14,920 | 180 | 1.2% |
| SALES AGENTS--FINANCIAL SERVICES | 2,040 | 2,220 | 180 | 8.8% |
| FOOD PREPARATION WORKERS | 7,830 | 8,010 | 180 | 2.3% |
| LICENSED VOCATIONAL NURSES | 1,880 | 2,040 | 160 | 8.5% |
| SALES AGENTS--ADVERTISING | 1,260 | 1,410 | 150 | 11.9% |
| SALES AGENTS--SEL BUS SERVICES | 1,460 | 1,590 | 130 | 8.9% |
| CHILD CARE WORKERS | 1,100 | 1,230 | 130 | 11.8% |
| TRUCK DRIVERS, LIGHT | 4,320 | 4,450 | 130 | 3.0% |
| MKTING, ADV, PUB-REL MANAGERS | 3,980 | 4,100 | 120 | 3.0% |
| MAIDS AND HOUSEKEEPING CLEANERS | 4,620 | 4,740 | 120 | 2.6% |
| DEMONSTRATORS, PROMOTERS, MODELS | 640 | 750 | 110 | 17.2% |
| DINING RM ATTENDANTS, BAR HELPERS | 3,030 | 3,140 | 110 | 3.6% |
| SYSTEMS ANALYSTS--ELEC DATA PROC | 3,090 | 3,190 | 100 | 3.2% |
| ACCOUNTANTS AND AUDITORS | 8,150 | 8,240 | 90 | 1.1% |
| SOCIAL WORKERS--MED, PSYCHIATRIC | 1,270 | 1,360 | 90 | 7.1% |
| LIFE SCIENCES TEACHERS | 1,480 | 1,570 | 90 | 6.1% |
| ARTISTS AND RELATED WORKERS | 1,050 | 1,140 | 90 | 8.6% |
| GARDENERS, GROUNDSKEEPERS-EX FARM | 1,910 | 2,000 | 90 | 4.7% |
| FOOD SERVICE MANAGERS | 1,040 | 1,120 | 80 | 7.7% |
| EMPL INTERVIEWERS--PRIV OR PUB | 510 | 590 | 80 | 15.7% |
| SOCIAL WKRS--EX MED, PSYCHIATRIC | 1,670 | 1,750 | 80 | 4.8% |
| INSTRUCTIONAL AIDES | 3,390 | 3,470 | 80 | 2.4% |
| RADIOLOGIC TECHNOLOGIST,DIAGNOSTIC | 720 | 800 | 80 | 11.1% |
| COUNTER AND RENTAL CLERKS | 1,040 | 1,120 | 80 | 7.7% |
| STOCK CLERKS--SALES FLOOR | 2,820 | 2,900 | 80 | 2.8% |
| COOKS--RESTAURANT | 3,390 | 3,470 | 80 | 2.4% |
| MEDICAL ASSISTANTS | 640 | 720 | 80 | 12.5% |
| HAIRDRESSERS, HAIRSTYLISTS | 1,160 | 1,240 | 80 | 6.9% |
| MAINT REPAIRERS, GENL UTILITY | 3,430 | 3,510 | 80 | 2.3% |
| MANAGEMENT ANALYSTS | 1,060 | 1,130 | 70 | 6.6% |
| HUMAN SERVICES WORKERS | 740 | 810 | 70 | 9.5% |
| TEACHERS, PRESCHOOL & KINDERGARTEN | 1,120 | 1,190 | 70 | 6.3% |
| COMBINED FOOD PREP AND SERVICE | 3,970 | 4,040 | 70 | 1.8% |
| HOME HEALTH CARE WORKERS | 280 | 350 | 70 | 25.0% |
| ENGINEER, MATH, AND NAT SCI MGRS | 1,670 | 1,730 | 60 | 3.6% |

* EXCLUDES NEC CATEGORIES

## TABLE 5
## OCCUPATIONS WITH THE FASTEST JOB GROWTH*

***SAN FRANCISCO COUNTY 1990 - 1997***

| OCCUPATION | 1990 | 1997 | ABSOLUTE CHANGE | PERCENT CHANGE |
|---|---|---|---|---|
| HOME HEALTH CARE WORKERS | 280 | 350 | 70 | 25.0% |
| COMPUTER ENGINEERS | 1,060 | 1,300 | 240 | 22.6% |
| PEST CONTROLLERS AND ASSISTANTS | 170 | 200 | 30 | 17.6% |
| DEMONSTRATORS, PROMOTERS, MODELS | 640 | 750 | 110 | 17.2% |
| EMERGENCY MEDICAL TECHNICIANS | 350 | 410 | 60 | 17.1% |
| EMPL INTERVIEWERS--PRIV OR PUB | 510 | 590 | 80 | 15.7% |
| PHYSICAL THERAPISTS | 320 | 370 | 50 | 15.6% |
| TECHNICAL WRITERS | 210 | 240 | 30 | 14.3% |
| ANNOUNCERS--RADIO AND TELEVISION | 300 | 340 | 40 | 13.3% |
| GUARDS AND WATCH GUARDS | 7,430 | 8,410 | 980 | 13.2% |
| TRAVEL CLERKS | 310 | 350 | 40 | 12.9% |
| MEDICAL ASSISTANTS | 640 | 720 | 80 | 12.5% |
| PHOTOGRAPHERS | 240 | 270 | 30 | 12.5% |
| SALES AGENTS--ADVERTISING | 1,260 | 1,410 | 150 | 11.9% |
| CHILD CARE WORKERS | 1,100 | 1,230 | 130 | 11.8% |
| RADIOLOGIC TECHNOLOGIST,DIAGNOSTIC | 720 | 800 | 80 | 11.1% |
| DENTISTS | 460 | 510 | 50 | 10.9% |
| SECRETARIES, LEGAL | 5,230 | 5,780 | 550 | 10.5% |
| LODGING MANAGERS | 590 | 650 | 60 | 10.2% |
| SECRETARIES, MEDICAL | 610 | 670 | 60 | 9.8% |
| PARALEGAL PERSONNEL | 1,960 | 2,150 | 190 | 9.7% |
| RESPIRATORY CARE PRACTITIONERS | 310 | 340 | 30 | 9.7% |
| HUMAN SERVICES WORKERS | 740 | 810 | 70 | 9.5% |
| BAGGAGE PORTERS AND BELLHOPS | 430 | 470 | 40 | 9.3% |
| INTERIOR DESIGNERS | 330 | 360 | 30 | 9.1% |
| SALES AGENTS--SEL BUS SERVICES | 1,460 | 1,590 | 130 | 8.9% |
| SALES AGENTS--FINANCIAL SERVICES | 2,040 | 2,220 | 180 | 8.8% |
| PRODUCERS, DIRECTORS, ACTORS | 580 | 630 | 50 | 8.6% |
| ARTISTS AND RELATED WORKERS | 1,050 | 1,140 | 90 | 8.6% |
| LICENSED VOCATIONAL NURSES | 1,880 | 2,040 | 160 | 8.5% |
| INSTRUCTORS AND COACHES--SPORTS | 720 | 780 | 60 | 8.3% |
| JANITORS, CLEANERS--EXCEPT MAIDS | 10,540 | 11,380 | 840 | 8.0% |
| FOOD SERVICE MANAGERS | 1,040 | 1,120 | 80 | 7.7% |
| COUNTER AND RENTAL CLERKS | 1,040 | 1,120 | 80 | 7.7% |
| LAWYERS | 8,150 | 8,770 | 620 | 7.6% |
| PHOTOGRAPHIC PROC MACH OPS,TNDRS | 400 | 430 | 30 | 7.5% |
| MUSICIANS--INSTRUMENTAL | 840 | 900 | 60 | 7.1% |
| SOCIAL WORKERS--MED, PSYCHIATRIC | 1,270 | 1,360 | 90 | 7.1% |
| HAIRDRESSERS, HAIRSTYLISTS | 1,160 | 1,240 | 80 | 6.9% |
| MANAGEMENT ANALYSTS | 1,060 | 1,130 | 70 | 6.6% |
| COOKS--INSTITUTION OR CAFETERIA | 760 | 810 | 50 | 6.6% |
| BROKERS--REAL ESTATE | 920 | 980 | 60 | 6.5% |
| BAKERS--BREAD AND PASTRY | 770 | 820 | 50 | 6.5% |
| TEACHERS, PRESCHOOL & KINDERGARTEN | 1,120 | 1,190 | 70 | 6.3% |
| NURSE AIDES, ORDERLIES, ATTENDANTS | 3,230 | 3,430 | 200 | 6.2% |
| RECREATION WORKERS | 490 | 520 | 30 | 6.1% |
| LIFE SCIENCES TEACHERS | 1,480 | 1,570 | 90 | 6.1% |
| RECEPTIONISTS, INFORMATION CLERKS | 6,600 | 7,000 | 400 | 6.1% |
| OFFSET LITHOGRAPHIC PRESS SETTERS | 500 | 530 | 30 | 6.0% |
| COMPUTER PROGRAMMERS, INCL AIDES | 4,060 | 4,300 | 240 | 5.9% |

* EXCLUDES NEC CATEGORIES AND OCCUPATIONS WITH EMPLOYMENT GROWTH OF LESS THAN 30

## OCCUPATIONAL TRENDS AND OUTLOOK

This section of the report provides a discussion of major trends for the occupational groups in Table 6. Projected changes in the level of employment in each occupation between 1990 and 1997 give an estimate of the number of new jobs expected during the seven-year period.

Changes in the employment levels of the various occupations reflect changes in the area's overall level of economic activity, differences in the rate of growth or decline among the various industries, and changes in the occupational structure within individual industries. Changes in occupational structure are determined by such factors as technological change, changes in product demand, and the adoption of more efficient business or production techniques. While economic growth tends to ensure an increase in demand for widely used occupations, only the growth of employment in specific industries will bring an increase in the demand for other, less widely used occupations.

Between 1990 and 1997, the number of jobs in San Francisco County is expected to increase by 1.6 percent. In addition to 8,900 job opportunities created through industry growth, another 89,250 jobs will become available as a result of separations. The "separations" data represent an estimate of the number of job openings expected to occur when workers permanently leave an occupation. The data do not include the sizable number of openings that result from turnover as people change jobs but remain in the same occupation.

## MANAGERS AND ADMINISTRATIVE WORKERS

The number of managers and administrators in the county is expected to grow from 44,250 in 1990 to 44,750 in 1997. This is somewhat slower than the average rate of growth for all occupations in the county. Separations will account for an additional 4,610 job openings.

**OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE MANAGERS AND ADMINISTRATIVE WORKERS GROUP***

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| MGRS AND ADMINISTRATIVE | 44,250 | 100.0% | 44,750 | 100.0% |
| GENERAL MANAGERS, TOP EXECUTIVES | 14,740 | 33.3% | 14,920 | 33.3% |
| FINANCIAL MANAGERS | 5,710 | 12.9% | 5,700 | 12.7% |
| MKTING, ADV, PUB-REL MANAGERS | 3,980 | 9.0% | 4,100 | 9.2% |
| ADMINISTRATIVE SERVICES MANAGERS | 2,260 | 5.1% | 2,250 | 5.0% |
| ENGINEER, MATH, AND NAT SCI MGRS | 1,670 | 3.8% | 1,730 | 3.9% |

*EXCLUDES NEC CATEGORIES

This occupational group contains managers, administrators, executives, and officials in all industries. Employers reported 33 percent of all managers as general managers or top executives with widely varied duties. Among more specialized managers, the

largest number of new jobs will develop for marketing/advertising/public relations managers and food service managers.

## PROFESSIONAL AND TECHNICAL

The professional and technical group is the second largest occupational group in the county and includes 25 percent of all local workers. About 31 of its occupations have 1000 or more workers. They include many highly trained workers such as registered nurses, accountants, lawyers, computer programmers, civil engineers, teachers, instructional aides and computer systems analysts.

The number of professional and technical workers will grow by 3.5 percent during the projection period, reaching a total of 148,520 by 1997. An additional 16,950 job opportunities will be created by separations. The fastest growing professional and technical occupations will be computer engineers and emergency medical technicians.

**OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE PROFESSIONAL AND TECHNICAL GROUP***

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| PROFESSIONAL, PARAPROF, TECH | 143,490 | 100.0% | 148,520 | 100.0% |
| REGISTERED NURSES | 10,120 | 7.1% | 10,460 | 7.0% |
| LAWYERS | 8,150 | 5.7% | 8,770 | 5.9% |
| ACCOUNTANTS AND AUDITORS | 8,150 | 5.7% | 8,240 | 5.6% |
| COMPUTER PROGRAMMER, INCLUDING AIDES | 4,060 | 2.8% | 4,300 | 2.9% |
| CIVIL ENGINEERS--INCLUDING TRAFFIC | 3,540 | 2.5% | 3,550 | 2.4% |

*EXCLUDES NEC CATEGORIES

It is particularly important, when using data from this report on professional occupations, to realize that the employment levels include only wage and salary or payroll employment, and do not include self-employed workers. Self-employment makes up a large proportion of all jobs in many professional occupations such as physicians or dentists. Consequently, our figures for these types of occupations will be very different from those in other sources of data that include self-employed individuals.

## SALES AND RELATED

These workers are employed primarily by retail stores, manufacturing and wholesale firms, insurance companies, and real estate agencies. Jobs in sales occupations totaled 58,980, or 10.3 percent of all wage and salary employment in the county during 1990. These occupations will gain 1,830 workers, reaching a total of 60,810 jobs in 1997. In addition to the jobs created by economic expansion, there will be an estimated 12,220 openings generated by the need to replace workers who permanently leave these occupations.

**OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE SALES AND RELATED GROUP***

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| SALES AND RELATED | 58,980 | 100.0% | 60,810 | 100.0% |
| SALESPERSON - RETAIL (EXCEPT VEHICLE) | 17,510 | 29.7% | 18,300 | 30.1% |
| CASHIERS | 8,090 | 13.7% | 8,480 | 14.0% |
| FIRST-LINE SUP/MGR–SALES | 6,590 | 11.2% | 6,720 | 11.1% |
| SALES REPS, NON-SCIENTIFIC EX RET | 5,030 | 8.5% | 4,810 | 7.9% |
| STOCK CLERKS–SALES FLOOR | 2,820 | 4.8% | 2,900 | 4.8% |

*EXCLUDES NEC CATEGORIES

Although this group is comparatively small, it contains the second-largest occupation in the county: retail salesperson. This occupation will grow by 790 workers, reaching 18,300 in 1997.

## CLERICAL AND ADMINISTRATIVE SUPPORT

The clerical and administrative support occupations are expected to decline by 1.4 percent during the 1990-97 projection period. Office automation and technological change will erode the number of jobs in some occupations, including tellers, bookkeeping/accounting clerks, data entry keyers, and postal service clerks. The clerical category projected to have the largest absolute job increase between 1990 and 1997 is secretaries. This category will expand by 790 new workers, bringing the 1997 total to 23,280. Most other categories are expected to show little job growth or lose jobs.

**OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE CLERICAL AND ADMINISTRATIVE SUPPORT GROUP***

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| CLERICAL, ADMIN SUPPORT | 149,600 | 100.0% | 147,580 | 100.0% |
| GENERAL OFFICE CLERKS | 22,600 | 15.1% | 22,790 | 15.4% |
| SECRETARIES, GENERAL | 15,960 | 10.7% | 16,240 | 11.0% |
| BOOKKEEPING, ACCOUNTING CLERKS | 11,690 | 7.8% | 11,130 | 7.5% |
| FIRST-LINE SUP/MGR, CLERL, ADM SUP | 11,090 | 7.4% | 10,520 | 7.1% |
| TYPISTS, INCLUDING WORD PROCESSING | 8,300 | 5.6% | 8,580 | 5.8% |

*EXCLUDES NEC CATEGORIES

## SERVICE

Service workers are found in a variety of establishments, providing business services; preparing/serving food and beverages; and providing health care, grooming, cosmetic, and other personal services. Service occupations accounted for about 15 percent of the total occupational work force in 1990 and a gain of 3,630 new workers will bring the 1997 total to 89,500. There will be 21,700 additional job openings created by job separations.

**OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE SERVICE GROUP***

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| SERVICE OCCUPATIONS | 85,870 | 100.0% | 89,500 | 100.0% |
| JANITORS, CLEANERS--EXCEPT MAIDS | 10,540 | 12.3% | 11,380 | 12.7% |
| WAITERS AND WAITRESSES | 10,570 | 12.3% | 10,630 | 11.9% |
| GUARDS AND WATCH GUARDS | 7,430 | 8.7% | 8,410 | 9.4% |
| FOOD PREPARATION WORKERS | 7,830 | 9.1% | 8,010 | 9.0% |
| MAIDS AND HOUSEKEEPING CLEANERS | 4,620 | 5.4% | 4,740 | 5.3% |

*EXCLUDES NEC CATEGORIES

Guards/watch guards and janitors/cleaners will show the largest absolute gains, while home health care workers will grow the most rapidly--- 25 percent in seven years. Also growing rapidly during the projection period will be medical assistants, physical therapy assistants and child care workers.

## AGRICULTURAL, FORESTRY, AND FISHING

This is the smallest of the major occupational groups. Gardeners and groundskeepers account for 67 percent of the group's employment. There will be an estimated 90 new jobs for gardeners and groundskeepers during the projection period, with a total of 2000 working by 1997. An additional 200 of these workers will be needed over this period to replace workers who permanently leave this occupation.

**OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE AGRICULTURE, FORESTRY AND FISHING GROUP***

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| AGRICULTURAL, FORESTRY, FISH | 2,840 | 100.0% | 2,960 | 100.0% |
| GARDENERS, GROUNDSKEEPERS-EX FARM | 1,910 | 67.5% | 2,000 | 67.6% |
| ANIMAL CARETAKERS--EXCEPT FARM | 220 | 7.7% | 230 | 7.8% |
| GRADERS, SORTERS--AG PRODUCTS | 110 | 3.8% | 110 | 3.6% |
| NURSERY WORKERS | 100 | 3.4% | 90 | 3.2% |

*EXCLUDES NEC CATEGORIES

## PRODUCTION, CONSTRUCTION, AND RELATED

About 31 of the occupations in this group have 500 or more workers. The largest occupational categories in this group are transportation/material moving workers; machine set-up operators and tenders; laborers and helpers; and mechanics, installers, and repairers. The entire group will employ a projected 87,620 workers by 1997, a slight decline from the 1990 total. About 250 jobs will be lost during this period; however, 12,700 job opportunities will occur due to separations. Employment levels in many of these occupations are expected to show no growth or a small decline. Employer out migration and automation/technological change will offset economic growth and continue the trend of San Francisco County losing manufacturing jobs.

## OCCUPATIONS WITH THE LARGEST NUMBER OF JOBS IN THE PRODUCTION, CONSTRUCTION, AND RELATED GROUP*

| OCCUPATION | 1990 EMPLOYMENT | % OF TOTAL | 1997 EMPLOYMENT | % OF TOTAL |
|---|---|---|---|---|
| **PROD, CONST, OPER, MAT HAND** | 87,870 | 100.0% | 87,620 | 100.0% |
| SEWING MACHINE OPERATORS–GARMENT | 7,550 | 8.6% | 7,550 | 8.6% |
| TRUCK DRIVERS, LIGHT | 4,320 | 4.9% | 4,450 | 5.1% |
| MAINT REPAIRERS, GENL UTILITY | 3,430 | 3.9% | 3,510 | 4.0% |
| CARPENTERS | 3,110 | 3.5% | 2,990 | 3.4% |
| HAND PACKERS AND PACKAGERS | 2,500 | 2.8% | 2,530 | 2.9% |

*EXCLUDES NEC CATEGORIES

# DESCRIPTION OF TABLES

## Table 1 -- EMPLOYMENT BY MAJOR INDUSTRY

This table shows 1983 and 1990 estimated employment and 1997 projected employment along with the percentage of total employment for each major industry division.

**EMPLOYMENT** includes nonagricultural wage and salary workers except for self-employed persons, unpaid family workers, private household workers, and those involved in labor-management trade disputes. For the government sector, employment includes all civilian employees regardless of their activities in which they are engaged. With the exception of government, industries are classified by the Standard Industrial Classification (SIC) system.

**INDUSTRY** is a group of firms which engage in similar economic activities. The Standard Industrial Classification (SIC) system was used to categorize industries.

**INDUSTRY DIVISIONS** group industries into nine major categories, according to the economic activity involved. An industry division refers to a distinct group of private, public, or nonprofit enterprises engaged in producing goods or providing services.

The nine industry divisions are defined as follows:

MINING (SIC 10-14) includes all establishments involved in the extraction of minerals, crude petroleum, and natural gas. It includes quarrying, well operations, milling, and other related activities.

CONSTRUCTION (SIC 15-17) includes establishments engaged in contract construction. This includes new work, additions, alterations, and repairs performed by general and special trade contractors.

MANUFACTURING (SIC 20-39) includes establishments which are usually described as plants, factories, or mills that are engaged in producing or processing non-durable or durable goods. These characteristically use power-driven machines and material-handling equipment.

TRANSPORTATION AND PUBLIC UTILITIES (SIC 40-49) includes enterprises engaged in passenger and freight transportation by surface, water, and air and warehousing and other transportation services. It also includes the communications complex of telephone, telegraph, radio, and television; and the utilities providing gas, electric, and sanitary services.

WHOLESALE TRADE (SIC 50-52) includes establishments involved in the selling of merchandise to retailers; to industrial, commercial, farm, construction contractors, or professional business users; or to other wholesalers.

RETAIL TRADE (SIC 53-59) includes establishments involved in the selling of merchandise for personal or household consumption and rendering services incidental to the sale of goods.

FINANCE, INSURANCE, AND REAL ESTATE (SIC 60-67) includes banks, savings and loan institutions, and security and commodity brokerages, insurance agencies and carriers, real estate sales and management offices, and rental and planning agencies.

SERVICES (SIC 70-89) includes establishments such as hotels, laundries, auto repair shops, theaters, legal services, advertising services, private schools and hospitals, and nonprofit organizations which are engaged in rendering a variety of services to individuals and businesses.

GOVERNMENT includes the legislative, judicial, administrative, and regulatory activities of federal, state, local, and international governments. It also includes federal, state, and local government hospitals and education.

## Table 2 -- EMPLOYMENT BY INDUSTRY

This table shows employment and projected employment by industry. The number of jobs is estimated for 1990 and projected for 1997. The column entitled *"SIC"* lists the Standard Industrial Classification code for each industry grouping. The column labeled *"Absolute Change"* provides the projected change in employment between 1990 and 1997. The *"Percent Change"* column is the estimated growth rate over the seven-year period.

## Table 3 -- EMPLOYMENT BY MAJOR OCCUPATIONAL GROUP

This table shows 1990 and 1997 employment and projected employment for the seven major occupational groups. The *"Percent of Total"* column displays the percentage of total employment each major occupational group represents. The *"Absolute Change"* column gives the number of job opportunities resulting from the creation of new jobs. *"Percent Change"* shows the percentage change for each occupational group.

**OCCUPATIONAL GROUPS** are groups of occupations with similar skills and/or educational requirements, based on the OES groupings. There are over 700 detailed occupations and close to 100 summary level occupations in the Occupational Employment Statistics (OES) classification system.

The seven major occupational groups are defined as follows:

MANAGERS AND ADMINISTRATIVE occupations are top and mid-level managers, administrators, and executives. Primary duties are policy making, planning, staffing, directing, or controlling the activities of a firm. First-line supervisors are excluded from this category.

PROFESSIONAL, PARAPROFESSIONAL, AND TECHNICAL occupations are concerned with theoretical or practical aspects of such fields as science, art, education, health, law, and business relations. Professional occupations generally require long and intensive preparation, while technical occupations work closely with professional personnel and are required to have a combination of basic scientific knowledge and specialized education.

SALES AND RELATED occupations are concerned with influencing customers to buy commodities, services, real estate, and investments.

CLERICAL AND ADMINISTRATIVE SUPPORT occupations prepare, transcribe, systematize, and preserve written communications and records; distribute information; and collect accounts.

SERVICE OCCUPATIONS prepare and serve food and drink; provide lodging and related services; provide grooming, cosmetic, and other personal and health care services; maintain and clean clothing and other wearing apparel; provide protection for people and property; attend to the comfort or requests of patrons of amusement and recreation facilities; and perform cleaning and maintenance services in the interiors of buildings.

AGRICULTURAL, FORESTRY, AND FISHING occupations in this report include only forestry workers, nursery workers, animal caretakers, and gardeners and groundskeepers.

PRODUCTION, CONSTRUCTION, OPERATING, MAINTENANCE, AND MATERIAL HANDLING are skilled, semiskilled, and unskilled workers performing machine and manual tasks involving production, construction, operating, maintenance, repair, and material handling operations.

## Table 4 -- OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH

This table lists the occupations that are projected to register the largest absolute change between 1990 and 1997. In general, these occupations are numerically large. Some have average projected rates of growth, but because of their employment size will add significant numbers of new jobs over the 1990-1997 period.

## Table 5 -- OCCUPATIONS WITH THE FASTEST JOB GROWTH

This table lists the occupations with the greatest projected percentage increases. It provides a different perspective to future occupational employment changes. It is important to note that some of these occupations are increasing rapidly from relatively small employment levels and, therefore, are not found in the list of occupations that will add the most new jobs.

## Table 6 -- OCCUPATIONAL EMPLOYMENT PROJECTIONS

This table provides occupational detail for up to 700 occupations. Annual average employment in each occupation is shown for 1990 and 1997. The column headed *"Absolute Change"* presents the number of job opportunities resulting from the creation of new jobs. The *"Percent Change"* column shows the percentage change for each occupation. The next column, *"Openings Due to Separations"*, shows job opportunities that are created by workers leaving the occupation. Also included in this table is the Occupational Employment Statistics (OES) codes column. It shows the distinctive California OES code for each occupational title.

### Line numbers in Table 6

Each occupation in Table 6 is identified by a line number. The Alphabetical Index of Occupations section found in this publication may be used to locate individual occupations in the detailed table. The same line numbers are used in statewide and area reports. Not all line numbers appear in all counties; missing line numbers indicate occupations with no employment, or employment below the area's cutoff point for publishing.

# METHODS AND ECONOMIC ASSUMPTIONS

## OVERVIEW

Changes in occupational employment over time result from two principal sources. Changes in the number, size, and type of employers within a given geographical area will affect the demand for certain occupations. Also, technological advances in production and changes in regulations will affect the occupational mix. In developing occupational employment projections, both of these components must be addressed. Following is a discussion of how employment projections are developed, beginning with a description of data sources followed by a description of the steps involved.

## PRINCIPAL DATA SOURCES

### Employment by Industry

The Employment Development Department (EDD) collects payroll data from all private employers and government entities covered under the unemployment insurance, disability insurance, and personal income tax programs. Excluded from these data are the self-employed, unpaid family workers, and private household workers. Each reporting unit is classified by EDD according to the 1987 Standard Industrial Classification (SIC) System. The SIC system consists of three levels of detail: the two-digit major industry division, the three-digit sub-industry division, and the four-digit specific industry division. All data are identified by the county in which reported jobs are located, and are collected for each month of the year.

### Occupational Staffing Patterns

Occupational employment estimates are based on survey data collected through the Occupational Employment Statistics (OES) program. The OES survey is a periodic mail survey of nonfarm employers conducted by EDD in cooperation with U.S. Bureau of Labor Statistics. The survey is based on a sample designed to represent the universe of employers in each state. In California, data are collected for over 700 occupations at the four-digit SIC level of detail.

The OES data used in this report were collected over a three-year period (1989-91), with manufacturing establishments surveyed the first year, nonmanufacturing establishments in the second year, and trade and government establishments in the third year.

## PROJECTIONS BY INDUSTRY

The industry projections included in this report were developed in two phases. First, projections were developed at a summary industry level based on two-digit to three-digit SIC classifications. The second phase was to disaggregate these projections to the four-digit industry level.

In the first phase, industry projections were based on the historical relationship between an area's employment in a given industry and California employment in that

industry. In the model used, area employment by industry was specified as a function of California employment in the same or a related industry, and total employment in the area. Area specific total employment was included as an independent variable to capture the employment effects accruing to an industry resulting from the expected overall performance of the local economy compared to the state over the projection period. The local total employment projection used in this phase was based on its relationship to statewide total employment over time, while the California industry projections used were developed as part of the statewide projections process.

As noted above, in the second phase of this process, the summary level industry projections were disaggregated into their four-digit components using the proportions for the base year, 1990. The resulting four-digit projections were reviewed and adjusted if it was determined that a particular four-digit industry would likely grow faster or slower than its associated summary industry total. Last, the four-digit projections were adjusted to group private and public hospital and education employment for consistency with the OES survey.

## PROJECTIONS BY OCCUPATION

The distribution of industry employment by occupation is performed in three steps. OES survey responses are summarized by industry and firm size and matched with each SIC and firm size combination in the local area. In cases where local OES responses are not available, either statewide responses or another area's responses are substituted. The survey data are then expanded to the annual average employment level for each industry. This results in estimates of employment by occupation within the four-digit SICs for the base year, 1990.

Next, base year staffing patterns are adjusted to account for projected shifts in the occupational distributions due to technological changes. These projected changes are derived from special studies conducted by the U.S. Bureau of Labor Statistics. Applying these changes to the base year staffing patterns results in staffing patterns by four-digit SIC for the target year, 1997. Target year staffing patterns are applied to the industry employment projections to produce occupational employment projections within four-digit SIC. Data by occupation are then summed to get the 1990 and 1997 occupational estimates. The difference between the 1990 occupational estimates and the 1997 projections represents the net job openings resulting from industry growth and from technological and regulatory changes.

Last, it is important to account for openings that result from net separations. Net separations approximate the number of persons who permanently leave an occupation. They quantify the need for new entrants, and if training is required, identify the minimum training requirements.

There is a separation rate for each OES occupation. The rate is applied to the average estimated employment for an occupation over the projection period and yields an average annual estimate of separations in an occupation. This estimate is then multiplied by the number of years in the projection period to get the number of projected net separations for the occupation.

The Bureau of Labor Statistics has recently completed a research project that provided new separation rates. The rates were developed using a new methodology which differs significantly from that used in the past. This new method is described in *Total and Net Occupational Separations: A Report on Recent Research (Bureau of Labor Statistics, August 1991).* A copy of this report can be obtained from the Bureau of Labor Statistics, Office of Employment Projections, Washington, D.C. 20212-0001.

## ECONOMIC ASSUMPTIONS

The industry and occupational projections in this report are based on the following assumptions:

a. The institutional framework of the U.S. economy will not change radically.
b. Recent technological and scientific trends will continue.
c. The long-term employment patterns will continue in most industries.
d. Federal, state, and local government agencies will continue to operate under budgetary constraints.
e. No major events will occur that will significantly alter the industrial structure of the economy, the occupational staffing patterns, or the rate of long-term growth.
f. Population growth rates and age distributions will not differ significantly from Department of Finance projections presently available.
g. Attitudes toward work, education, income, and leisure will not change significantly.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



MEMORANDUM

**TO:** ALL COUNCIL MEMBERS

**DATE:** JANUARY 7, 1994

**FROM:** RAYMOND R. HOLLAND

**SUBJECT:** ALLOTMENTS AND ESTIMATED ALLOCATIONS OF PY'94 JTPA MONIES

State allotments of JTPA monies for the PY'94 portion of the PY'94-'95 Job Training Plan (JTP) period were published by the U.S. Department of Labor late last month; similar information for PY'93 and PY'92 was not available until later.

**CALIFORNIA'S ALLOTMENTS FOR PY'94**

| JTPA TITLE | FORMULA '92 | (DIFF.) | FORMULA '93 | (DIFF.) | FORMULA '94 |
|---|---|---|---|---|---|
| OLD IIA (100%) /a. | $209,066,542 | <(+16.3%) | $ 0 | (NA) | $ 0 |
| NEW IIA (100%) /b. | 0 | (NA) | <135,220,051 | >(+12.1%) | 151,527,011 |
| IIB-SYETP (100%) /c. | 144,528,261 | (-25.3%) | 108,023,881 | (+25.7%) | 135,817,042 |
| NEW IIC (100%) /d. | 0 | (NA) | <93,538,095 | >(+11.4%) | 104,229,241 |
| IIIA-EDWAA (100%) | 53,721,916 | (+10.5%) | 59,364,587 | (+165.5%) | 157,615,820 |
| TOTALS | $407,316,719 | (-2.7%) | $396,146,614 | (+38.6%) | $549,189,114 |

/a. The difference between Formula '92 and '93 Allotments is the difference between the allotment of "Old Title IIA" monies in PY'92 and the sum of the allotments of "New Titles IIA and IIC" monies in PY'93 replacing it.
/b. "NA" means "Not Applicable"; please refer to footnote /a.
/c. All three allotments are the sums of the allotments from initial and supplemental appropriations.
/d. "NA" means "Not Applicable"; please refer to footnote /a.

While the State is responsible for calculating and allocating most of these monies to California Service Delivery Areas (SDAs) in accordance with formulae and other criteria contained in the statute, no schedule has been announced for accomplishing either. To facilitate PY'94-'95 planning in the meantime, the PIC Staff has calculated the following estimates of San Francisco's statutory minimum (or "hold harmless") '94 allocations.

**SAN FRANCISCO'S ESTIMATED MINIMUM ALLOCATIONS FOR PY'94**

| JTPA TITLE | FORMULA '92 | (DIFF.) | FORMULA '93 | (DIFF.) | HOLD HARM. '94 |
|---|---|---|---|---|---|
| OLD IIA (78%) /e. | $3,159,098 | <(+7.1%) | $ 0 | (NA) | $0 |
| OLD IIA (3%-OIP) /f. | 306,884 | <(+7.8%) | 0 | (NA) | 0 |
| NEW IIA (77%) /g. | 0 | (NA) | <2,028,064 | >(+11.8%) | 2,266,467 |
| NEW IIA (5%-OIP) /h. | 0 | (NA) | <330,811 | >(+12.1%) | 370,705 |
| IIB-SYETP (100%) | 4,631,235 | (-30.4%) | 3,077,543 | (+14.1%) | 3,510,982 |
| NEW IIC (82%) /i. | 0 | (NA) | <1,355,383 | >(+5.1%) | 1,424,709 |
| IIIA-EDWAA (60%) /l. | 425,507 | (+57.6%) | 670,499 | (NA) | NA |
| TOTALS | $8,522,524 | (-12.4%) | $7,462,300 | >(+1.5%) | >$7,572,863 |

/e. The difference between the Formula '92 and '93 Allocations is the difference between the allocation of "Old Title IIA (78%)" monies in PY'92 and the sum of the allocations of "New Titles IIA (77%) and IIC (82%)" monies in PY'93 replacing it.
/f. the difference between the Formula '92 and '93 Allocations is the difference between the "Old IIA (3%-OIP)" allocation and the "New IIA (5%-OIP)" allocation replacing it.
/g. "NA" means "Not Applicable"; please refer to footnote /e.
/h. "NA" means "Not Applicable"; please refer to footnote /f.
/i. "NA" means "Not Applicable"; please refer to footnote /e.
/l. There are no "Hold Harmless" provisions for these monies and there are not any reasonable bases for estimating San Francisco's PY'94 formula allocations of them.

Please let us know if there are any questions or comments about these estimates. The State's confirmation of these estimates or announcement of the formula allocations will be distributed as soon as they are received.

cc: PIC Staff, Subcontractors, and Members of the Planning Committee
Jaqui Sikoryak, EDD/JTPD

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## NOTICE of a PUBLIC MEETING

of the

SF

## PRIVATE INDUSTRY COUNCIL

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than the Friday, January 7th*

| | |
|---|---|
| DATE: | Tuesday, January 11th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

(Agenda on reverse side)

NOTE: Under recent Brown Act changes, votes may not be taken by phone or by mail. If there is no quorum of members present at this meeting, no actions may be taken.

* *May require action by the Council*

** *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued December 28th1993*

(Agenda on reverse side)

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## Agenda

1. Public testimony on agenda items

2. Approval of minutes (enclosed) of November 9, 1993 meeting *

3. Chairman's report — John Dewes
   - Introduction of new Council member
   - Policy statements for approval *

4. Evaluation Committee report — Leslie Luttgens (material enclosed)
   - Policy statements for approval *
   - Recommendations to Private Industry Council for Planning Committee and staff *
   - STEP I Evaluation report

5. Planning Committee report — Gary Fitschen
   - Recommendations for funding subcontractors, funds carried over from Program Year '92 * and Summer Youth Employment & Training Program *
   - Recommendations for funding from special allocations received from the State
     - 8% * $ 2,025 (SECG for GAIN)
     - 3% * $35,997 reallocated from other SDA's

6. Audit Committee report — Jack Fitzpatrick for Leandro Soto

7. Refugee Committee report — Jack Fitzpatrick

8. Staff reports
   - Status of Job Corps proposal — Ray Holland
   - Occupational Outlook Report, 1993 — Greg Marutani
   - City government efforts toward coordination of activities — Ray Holland and Eunice Elton
   - New developments on the National scene — (Worker Security System, One-stop Career Center, Workers Investment Program, etc.) — Ray Holland
   - Youth Fair Chance proposal * — Ray Holland

9. President's report
   - Lack of State funding, inordinate delays in funding, and impact on PIC funds and subcontractors
     - Regular coordination (8%) grants
     - Assessment Center
     - Refugee grants
   - Delays in planning information and basic census data for
     - PY'94 plan
     - Summer Youth Employment & Training Program, summer of '94
   - Summer Jobs Committee report — Eunice Elton for Billy Ray
   - Request to redesignate Summer Jobs Committee as a year-round youth jobs committee *
   - Need to update By-laws to reflect changes in Brown Act and San Francisco legislation *

10. Public Testimony on other items

# PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** PIC COUNCIL MEMBERS **DATE:** DECEMBER 28, 1993

**FROM:** EVALUATION COMMITTEE

**SUBJECT:** POLICY RECOMMENDATIONS

The Evaluation Committee reported to the Council at its November meeting its recommendation of the following policies for administration of Job Training Partnership Act programs.

**Employment of a Trainee as a Source of Placement Credit**
We are always pleased to see that a trainee has done so well that the training agency employs that individual as a member of staff.

However, in a few cases a subcontractor has hired enough trainees to raise the question: is this a genuine hire for a long-time job; or is it a device for building up statistical credit for placements made?

**Proposed Policy**
When a training subcontractor (not an OJT employer) hires a trainee and requests placement credit, the Vice-President for Operations will approve that credit **provided** that the position is an established, budgeted position known to have become vacant. An exception may be authorized in special circumstances.

**Loosening Prior Constraints on Placement Credit**
General policy of the PIC has been to deny placement credit for placing a trainee with a temporary help agency. This policy has been in place for years, and was intended to avoid placement for a short period of employment in jobs with no potential for or commitment to long-time employment.

Increasingly, however, the characteristics of "temporary help" employment has changed, and the hiring practices of many employers now emphasize entry into a "temporary pool" as the way to access full-time employment.

First, the Vice-President for Operations should continue to have the authority to use good judgment to approve individual cases when the facts justify waiver of the general rule. These policy statements provide guidance.

Second, seasonal jobs (for short period) and temporary jobs, should generally not be approved for credit. "Temporary" must be defined each time in an individual determination.

Third, the facts of an employer's hiring practices should be considered; e.g., one very large employer in San Francisco puts **all** newly-hired clerical workers into a pool from which many departments draw. The departments can retain or re-request a specific employee from the pool and generally a relationship based on experience develops.

Fourth, generally we would reject as unsuitable an employment offer requiring a payment for the job. (e.g., an employment agency requiring a fee from the job seeker.) On the other hand, if the employer pays, he is simply reducing his recruitment costs, and we should not deny credit for a placement which meets other requirements, such as "reasonably long-term, adequate wages, etc."

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Fifth, there are many variations, (labor contractors, head-hunters, etc.). Each case should be considered individually based on the answer to the question: is this a job which can reasonably be expected to lead to long-term employment or to offer some specific benefit (such as entry into a formal apprenticeship) to the employer and the trainee?

## ADDITIONAL POLICIES RECOMMENDED BY EVALUATION COMMITTEE

**Control of over-enrollment; Statement of the problem:**
We have for years contracted with various entities to recruit, enroll, train and place in jobs JTPA eligibles, specifying the numbers in each of these service categories, with specified dollar amounts to be paid for each. (We will no longer have dollars attached to performance; but achievement of planned "numbers" will continue to be an evaluation factor.)

We have never paid for "extra" enrollments, but they have not been forbidden.

The contractor has been evaluated based on "placements compared with contracted (planned) numbers of placements."

However, **our** overall performance as administrators of an SDA is, and should be, measured comparing successful services to individuals as a % of the number of person enrolled and given expectations of training and/or jobs.

When a subcontractor over-enrolls in order to achieve a larger participant pool with the hope of making more placements it hurts the overall performance percentages for this PIC. It is also a drag on our child care funds (more on this later).

**Proposed Policy**
It is the policy of this Private Industry Council that no subcontractor is to enroll, for services, more individuals than are specified in that contract with the PIC. An exception may be authorized by the Vice-President for Operation on an individual basis upon presentation of adequate justification, such as

- long-term illness or incarceration of the trainee, or
- trainee has moved from this area

Any proposed over-enrollment which would raise the number of trainees to 10% above the contracted number requires approval by the President of the Private Industry Council.

**Determining a Pattern of Failing, OJT Employers**
Under 1992 changes in JTPA legislation, we are required to establish a system for determining employer eligibility for on-the-job training contracts which takes into consideration whether the employer has met his or her commitment to provide training and employment opportunities for the participants under previous contracts. The state has drafted, but not issued, minimum standards which we may accept or exceed. If an employer has "failed" by not hiring 25% of the trainees, or not retained them for six months after termination of the contract, we may not serve that employer (in an OJT contract) for a period of one year.

**San Francisco's Standard**
We will conduct in January the annual assessment as directed by the Job Training Partnership Division, including those employers who have had 12 or more OJT trainees in the previous year.

As is the policy of the State, we will consider that there is a Pattern of Failing if 25% of the enrolled OJT trainees did not complete the contract and work for at least 6 months thereafter (the established retention period).

We will not consider the employer to have "failed" if his failure to complete a contract within its terms and continue the worker in unsubsidized employment was not his decision. (The worker became seriously ill, was incarcerated, refused to continue work, etc.) If, however, the termination was the result of the employer's choice (e.g., inadequate quality of work, determination of poor performance within the final two pay periods) that commitment will be considered to have failed.

If there have been only 1 or 2 trainees, and at least one has failed, the decision whether to contract again will be made by the President. If more than 2, the history shall be presented to the President for consideration if more than 1/3 have been failed contracts. The President's decision will be based on all the facts, not just numbers.

**Determining a Pattern of Failing, Training Subcontractors**
Statement of the problem:

We always have to start a new contract before we have performance data from the previous year. How should we address this problem? What are our criteria for successful performance? What measures should we use to determine that a contractor is failing to perform?

The Committee of Contracting Agencies was asked to consider these questions and make recommendations to the committee. They have done so, and a copy of their full report is attached. (Attachment 1)

As they comment, many of the items which should be considered are in the subcontractor's contract. They have listed as critical items

- enrollments
- placements
- placement or positive termination rate (from the contract)
- wage rate at placement
- participant characteristics (from the contract)

They have recommended November and February evaluations, based on available data. This should specify that the November review and the February review, if appropriate, should consider data from the previous program year as well as the first or first and second quarters of the current year.

**The Evaluation Committee recommends:**
While staff will prepare initial evaluation information, all such recommendations are to be considered by the Planning Committee before they become final. A letter of notification of potential "failure" designation shall offer an opportunity for the subcontractor to respond.

Factors from the subcontract (as listed above) are to be considered including:

enrollments
placements
placement or positive termination rate, as appropriate
wage rate at placement
participant characteristics (compared with contracted number)

In addition, from comparison of achievements with contracted numbers

- youth employment enhancements (YEE's)
- adult employment enhancements (AEE's)
- GED's earned

Staff will also take into consideration any deficiencies in performance such as:

- repeated failure to meet requirements such as submission of reporting data to the monitor and MIS, or otherwise follow (within reason) directions included in the PIC Operations Manual

- violations of State or Federal laws, such as failure to pay wages to employees, or to submit required reports and/or payments to State and Federal authorities.

In February or April all data available, including facts from the two previous reviews, shall be considered by the Planning Committee in recommending a "probation" status during the current program year, or making contract recommendations for the following year. In general, no contract is to be awarded to, nor augmentation of funding made to, a training contractor on probation for poor performance.

Attachments

1. Report from the Committee of Contracting Agencies' sub-committee
2. Assessment of Impact: 1989-1990 Summer Training and Education Program (STEP I)

Attachment 1



# REPORT

TO

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO
EVALUATION COMMITTEE

FROM

COMMITTEE OF CONTRACTING AGENCIES
SUB-COMMITTEE
SEPTEMBER 20, 1993

# PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO
# CONTRACT EVALUATION CRITERIA RECOMMENDATIONS

At the August 20, 1993 monthly meeting of the Private Industry Council Committee of Contracting Agencies, a sub-committee was established to discuss and report to the PIC Evaluation Committee recommendations for contract service evaluation criteria.

After several meetings, including a meeting with Ms. Eunice Elton, the sub-committee has agreed on the following recommendations as reflective of a portion of the criteria that should be taken into consideration in the evaluation of contracted services for eligible JTPA participants.

## *CATEGORIES*

The sub-committee recommends that five categories be considered in evaluating service levels of funded agencies. No single category should have a higher ranking for purposes of evaluation. The categories are as follows:

1. Enrollments
2. Placements
3. Placement/Positive Termination Rate (determined by the contractual agreement)
4. Wage Rate at Placement
5. Participant Characteristics (contractual agreement determines agency target population for services)

## *PROCESS*

The above categories would be utilized to determine service levels consistent with those in each agency's contract. The following outlined procedures are recommended as a fair and equitable way to approach evaluations. They are as follows:

1. The multiple criteria categories above will be utilized to measure service levels.

2. The PIC will implement specific evaluation periods to review subcontractor's service levels. The reviews will be in November and February and should be based on available data on enrollment and placement levels as agreed upon in the contract schedule.

3. Should specific service deficiencies occur, the PIC should provide, in writing, timely notification to those subcontractors affected.

*PROCESS (CONTINUED)*

4. A *"corrective action plan"* should be mutually agreed upon by the PIC staff and subcontractor with specific time given to meet acceptable service levels.

5. The *"probation period"*, following the corrective action plan, should not exceed four months or the next evaluation period.

6. Any actions to be taken by the PIC which may result in agency expulsion should be subject to an *"appeal process"* before final decision is made.

While it is understood that the recommendations made by this sub-committee are made in the context of the **"old JTPA legislation"** and contracts that are currently in place, we strongly urge the Evaluation and Planning Committees of the Private Industry Council to consider new and different methods to evaluate how well we provide services under the **"new legislation"**.

We can no longer ignore the realities that face our economy, the depth of past inadequacies for many in our communities, nor the emerging changes in education and the workplace. These realities dictate to us different programs, innovative ideas and recognition of successes from many different perspectives. Thus our view of how well we provide services must also become broader, more innovative and reflective of the realities which exist for both the client and those providing services.

# SUB-COMMITTEE REPRESENTATIVES

1. ARRIBA JUNTOS - MR. TONY LUGO
2. BAY AREA URBAN LEAGUE, INC. - MR. LARRY CHATMON, CHAIRPERSON
3. CAREER RESOURCES DEVELOPMENT CENTER - MS. DENISE MCCARTHY
4. ENG. SOC. COMM. MANPOWER TRAINING - MR. DAN MCGRUE
5. FIL-AM COUNCIL OF S.F. - MS. NORMA TECSON
6. JEWISH VOCATIONAL SERVICE - MR. JIM KENNEDY
7. MISSION LANGUAGE AND VOCATIONAL SCHOOL - MR. RICARDO ALVA
8. RTTI/PARENTS OF SUCCESS - MR. BRUCE FRANKS
9. SAN FRANCISCO VOCATIONAL SERVICES - MR. CRAIG KING
10. SWORDS TO PLOWSHARES - MS. MARIA OLIVARES
11. THE FAMILY SCHOOL - MS. NATALIE LOPES
12. CENTER FOR EMPLOYMENT AND TRAINING - MS. DELFINA GEIKEN

Attachment 2



# FINAL REPORT

## ASSESSMENT OF IMPACT:

## THE SAN FRANCISCO
## 1989-90 SUMMER TRAINING AND EDUCATION PROGRAM (STEP I)

PREPARED FOR THE
PRIVATE INDUSTRY COUNCIL, SAN FRANCISCO, INC.
AND THE
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

BY
R. N. JORDAN, INDEPENDENT CONSULTANT

**DECEMBER 1, 1993**

# INTRODUCTION

This study is to assess the effectiveness of knowledge based, established strategies for the prevention of and/or early short-term intervention among adolescents who are failing in school, at high-risk of dropping out, becoming parents and losing the chance for stable employment within the City of San Francisco and its Unified School District. The central hypothesis was to discover whether or not participants made significant gains in their school performance as a result of summer training and education program intervention.

The participants were selected from among students within the San Francisco Unified School District (SFUSD) and were identified as the most needy students based upon an evaluation of their academic abilities and economic circumstances. Essentially, they were considered as students least likely to meet the threshold requirements for successfully competing in today's society. To further enable and empower these youths in their academic and life management skills, the summer education and training services included academic mentoring and tutoring, remedial instruction, counseling, work experience, reward and compensation.

The Private Industry Council, San Francisco, Inc., and the San Francisco Unified School District's Department of State and Federal Funded Projects directed the management of STEP services. Officials from both these organizations set forth the following challenges for this study. First, to produce an overview of STEP's background. Second, to develop an effective assessment methodology. Third, to highlight program impacts in the specific areas of interest given for this study.

An added aim was to keep in focus the most important measure of impact - the individual participants themselves. This dimension of the study helps one to more fully appreciate the substance and the quality of interaction between the program and its participants. Thus, rather than restrict the study's analyses to only statistical calculations and manipulations, the researcher attempted to get a qualitative assessment of STEP I through participants' experiences as provided for by profile summaries, case studies, and anecdotal comments obtained from focus group discussions.

# EXECUTIVE SUMMARY

The assessment of STEP I applied rigorous and conservative standards in identifying the quantitative value or the cohort effect of the 1989-90 Summer Training and Education Program, better known as STEP I. Also used were cohort profiles, case summaries, and individual and group discussions to examine both its substantive and qualitative impact. Clearly what was found is that STEP I did work. The following summary highlights the most significant achievements in school participation, graduation from high school, work performance, basic skills, and classroom learning abilities, as well as mentioning some of the most interesting thoughts shared by STEP I participants. One caveat in the reading of this report is that missing or unobtained data confounded the gains and/or losses in the results, partly due to cohort attrition. Cohort attrition was most attributable to cohorts who transferred, dropped-out of school and/or attended school out of the SFUSD student data reporting network.

## PARTICIPANT CHARACTERISTICS

Based upon their demographic profiles, cohorts in the STEP I fit the description of youth most likely to drop-out of high school. They are mostly minority, poor (JTPA eligible), behind in school and from female-headed households. The educational deficiencies held by these youth are indicative of the need for an intervention program such as STEP. Indeed the research by the SFUSD found that of successive 8th grade cohorts, "one grade level toward which interventions might be directed to lower the dropout rate is the 8th to 9th grade gap". While the sample in the district's study was comprised of cohorts from their student census, the judgment sample used in STEP I was comprised of at-risk youth located most likely in the core of the district's study. In other words, **the cohort characteristics of the STEP I participants represented a group of less fortunate teenagers struggling with more difficult circumstances than the average student attending school in the SFUSD.**

## SCHOOL PARTICIPATION

The school participation rates below show the effectiveness of STEP I in attracting a larger proportion of cohorts to remain actively enrolled in school, as well as to stay in school until completion than would have occurred had not there been STEP I. **The cumulative dropout rates for STEP I cohorts exceeded the SFUSD[1] cohort rates only in the years in which STEP I was absent.**

- *The graduation rate for STEP I cohorts in June, 1993 was 42.7 percent. The SFUSD graduation rate for successive cohorts of grade 8 students in 1991 was 17.3 percent, in 1990 it was 18.2 percent and in 1989 it was 16.4 percent.*

- *The stayer rate is comprised of cohorts still actively enrolled in the SFUSD after the date they were expected to graduate. In the summer of 1993, the stayer rate for STEP I cohorts was 24.4 percent. The SFUSD stayer rate was 56.5 percent.*

- *The cumulative dropout rate for STEP I participants at the end of the first year was 3.9 percent. The SFUSD cumulative cohort dropout rate was 7.8 percent at the end of the first year of high school.*

- *The cumulative dropout rate for STEP I participants at the end of the second year was 7.8 percent. The SFUSD cumulative cohort dropout rate was 10.0 percent at the end of the second year of high school.*

- *The cumulative dropout rate for STEP I participants at the end of the third year was 18.5 percent. The SFUSD cumulative cohort dropout rate was 15.8 percent at the end of the third year of high school.*

- *The cumulative dropout rate for STEP I participants at the end of the fourth year was 23.3 percent. The SFUSD cumulative cohort dropout rate was 16.4 percent at the end of the fourth year of high school.*

## WORK PERFORMANCE AND ACADEMIC SKILL LEVEL

The work performance of STEP I participants was rated on evaluations after each of two sessions during both summers of STEP I activities. The performance evaluations coupled with the merit awards recognized those cohorts whom worksite supervisors felt had improved most or were most deserving. On average, both returnees and nonreturnees exhibited improved work performance during the first summer of STEP I activities. **Returnees were more likely to exhibit improved work performance and obtain appreciation for their work, as shown by performance ratings and merit awards during the second summer of STEP I activities.**

DURING THE FIRST SUMMER OF STEP I ACTIVITIES:

- *First session performance evaluations rated "Above Standard or Superior": 50% of the returnees versus 45% of the nonreturnees.*

- *Second session performance evaluations rated "Above Standard or Superior": 57% of the returnees versus 68% of the nonreturnees.*

- *Merit awards received: 46% of the returnees versus 43% of the nonreturnees.*

DURING THE SECOND SUMMER OF STEP I ACTIVITIES:

- *First session performance evaluations rated "Above Standard or Superior": 39% of the returnees.*

- *Second session performance evaluations rated "Above Standard or Superior": 52% of the returnees.*

- *Merit awards received: 54% of the returnees.*

The effects of STEP I on the basis of cohorts' earnings both summers were similar to the results found on the basis of second summer participation by returnees. **The results seem to crystallize more the fact that, "the greater the participation in STEP I activities, the more significant and the more sustainable were gains achieved by cohorts in their educational ability."**

The analysis of CTBS scores and semester grade point averages for cohorts' on the basis of their summer earnings divided into thirds showed these results:

AT THE END OF THE FIRST YEAR OF STEP I:

- *Cohorts with the top third earnings on average made approximately one grade level gain in reading skills and approximately one-and-one-third grade level gain in math skills. Cohorts with earnings in the lower two third categories made on average lower one grade or lower level gain in reading and math skills.*

AT THE END OF THE SECOND YEAR OF STEP I:

- *Cohorts with the top third earnings on average made approximately one-and-eight-tenths grade level gains in reading skills and approximately one-and-six-tenths grade level gains in math skills. Cohorts with earnings in the lower two third categories made on average one grade or lower level gain in reading and math skills.*

AT THE END OF THE THIRD YEAR OF STEP I:

- *Cohorts with the top third earnings on average made approximately one-and-nine-tenths grade level gains in reading skills and approximately one-and-eight-tenths grade level loss in math skills. Cohorts with earnings in the lower two third categories made on average lower than one grade level gain in reading skills and hed losses of one to two grade levels in math skills.*

## EDUCATIONAL ABILITY AND SUMMER PARTICIPATION IMPACTS

**STEP I cohorts demonstrated short-term gains in basic skills and continued improvement in classroom learning abilities. Indeed, the cohorts who returned demonstrated more significant improvements in basic skills as a result of STEP I participation in both summers.**

***BASIC SKILLS***

The comparative results of the 1989 CTBS pre-and-posttests showed that there were significant positive effects when STEP I was present and negative effects in its absence. Also, one very evident fact was that the cohorts who chose not to return (nonreturnees) for a second summer of STEP I activities had stronger pretest basic skill levels than the cohorts who did return (returnees).

Overall, on the CTBS pretest, the cohorts testedbelow the appropriate level for their age/grade level. The cohorts tested on average approximately 1.5 grades below the appropriate level for their age/grade in reading skills, and 0.5 grade level above in math skills. Nonreturnees exhibited significantly higher reading skills at a 7.2 grade equivalent level compared to a 6.4 grade equivalent level for returnees. The math skill level for nonreturnees was an 8.6 grade equivalent level compared to an 8.3 grade equivalent level for returnees.

Analsysis show that although nonreturnees exhibited stronger pretest skills, the effect of a second summer of STEP I services was very evident among returness as they made higher gains in both reading and math skills than did the nonreturnees.

OVERALL, AT THE END OF THE FIRST YEAR OF STEP'S SUMMER ACTIVITIES AND SCHOOL YEAR SUPPORT:

- *STEP I cohorts made approximately one grade level gain in both reading and math skills. The returnees and nonreturnees made equal gains in reading skills at approximately one grade level. Nonreturnees gained math skills a little more than one-half grade level higher than the returnees.*

OVERALL, AT THE END OF THE SECOND YEAR OF STEP'S SUMMER ACTIVITIES AND SCHOOL YEAR SUPPORT:

- *STEP I cohorts made one-and-a-third grade level gain in reading skills, and one-and-a-tenth grade level gain in math skills. Returnees made gains in reading skills one-and-a-third grade level higher than nonreturnees, and gains in math skills which were one-third grade level higher than nonreturnees.*

OVERALL, AT THE END OF THE FIRST YEAR FOLLOWING THE DISCONTINUANCE OF STEP'S SUMMER ACTIVITIES AND SCHOOL YEAR SUPPORT:

- *STEP I cohorts exhibited a backward gain in reading skills at one grade level, and one-and-a-third grade level loss in math skills. Gains achieved by returnees remained higher than those by nonreturnees by approximately one grade level. Both returnees and nonreturnees experienced losses in math skills. Losses by returnees in math skills exceeded the losses by nonreturnees by one-tenth grade level.*

*CLASSROOM LEARNING*

Based upon comparisons of the 1989 fall semester baseline-grade point average (g.p.a.) to the posttest g.p.a. results, **the STEP I cohorts demonstrated consistent and impressive improvements in classroom learning abilities.**

- *Overall, STEP participants achieved gains in semester grade point averages ranging from a low 31/100th-grade points on the first posttest to 53/100th-grade points on the sixth posttest.*

- *On average, returnees exhibited much higher classroom learning abilities than did nonreturnees. The baseline semester grade point average for returnees was 1.84 compared to nonreturnees' grade point average of 1.63.*

- *On average, returnees exhibited a grade point average ranging from 15/100th-grade points to 31/100th-grade points higher than nonreturnees. On average, the returnees' grade point average was 10/100th-grade points higher than nonreturnees' grade point average.*

**STEP I was successful in summer participation as 92 percent of the cohort youths completed the first summer and attracted 70 percent of the cohort youth return for a second summer of services.** The returnees were cohorts who obviously wanted the most help, because on average their performance was lower than that of nonreturnees. By and large, the effects of STEP I were larger for returnees than they were for nonreturnees.

*SUMMER PARTICIPATION*

- *On average, cohorts completed 89 percent of the total 233 summer activity hours in 1989 and the returnees completed 64 percent of the total 233 available hours in 1990.*

## SEXUAL BEHAVIOR AND ANECDOTAL COMMENTS

**The STEP I cohort parenting rate was 3.8 percent. Fifteen male/female cohorts were characterized as most likely to have a teenage parenting and/or pregnancy experience.** The San Francisco Department of Public Health reported an 8.2 percent parenting rate in 1990 for 18 to 19 year old and an 8.4 percent rate in 1991. The P/PV rates for two studies of cohorts 3 1/2-to 4 years after program entry were 22 and 33 percent, respectively.

Cohorts expressed their understanding of what they learned in STEP I regarding appropriate sexual behavior, as well as other interesting perceptions of STEP I experiences in focus group discussions at three SFUSD sites - Galileo, Washington and Wilson High Schools. Overall, it may be inferred from the cohort responses suggested that the affective method of instruction and counseling provided for by STEP I was highly effective, especially when combined with the analysis of quantitative results. The following transcribed comments given by STEP I participants tell very plainly how the summer training and education activities were made relevant to their individual life experiences.

***WORK EXPERIENCE***

"It was nice - my first real job. I felt important. I had a paycheck. I didn't have to ask mom for school clothes, because I had my own money. Ms. Crum was really nice. There were some other nice people. You know, it was like family because it helped me a lot."

"I had perfect attendance and a lot of recommendations. A lot of good records from my old jobs didn't mean anything to me when I was younger, but when I see it now, it really means a lot."

"It was like my first job . . . and the people . . . knew what would get me going and stuff."

***CLASSROOM INSTRUCTION***

"They helped you in a classroom environment, you know, and we talked to each other. It was really nice."

"I read my first two books, my first real books in STEP. I didn't really read a book until I got to STEP. I never finished a book before then."

"In the classroom we all worked together and we started reading books. At first, I didn't read. It wasn't until I read The Color Purple, and that started getting me into reading books. My mom thought I was sick or something . . ."

***LIFE SKILLS***

"STEP kept me off the streets. If you have too much time, all you do is get into trouble. When you have something to do, you won't get into trouble. So, it helped me in that way to stay out of trouble - to stop running the streets."

"Most of the kids were from low income neighborhoods, and from different areas of the city. It was nice to see us all come together instead of fighting and screaming . . . It was nice to see us working together, reading books together, you know - going on field trips - stuff like that."

"Some nice kids came from the 'other side', over in the Hunter's Point district. I didn't know they were nice kids until I really met them and talked to them. It was nice to talk to them. That was a new experience for me to just talk to them."

"It was like family, knowing everybody, being together and looking forward to coming to STEP - really yearlong looking forward just to being in STEP just to see your old friends, you know. That's what I look forward to."

"I feel like we're all like brothers and sisters, but I didn't come back for the second year because it's like I wanted to go to school. But, then I decided to stop going to summer school, because I was going on a lot of vacations. It's great that those years we all got together like brothers and sisters, all races got together."

"I saw Ms. Crum one summer downtown at their new offices. She talked to me, you know, and then as I was thinking it just came back to my mind that the reason I was in STEP was to do the right thing and to have a future, and not to waste it in the streets. So, that pushed me . . . just seeing Ms. Crum."

***SEXUAL BEHAVIOR***

". . . they told me to have sex was nothing to play with. . . they showed me how to put a condom on and partly, how to use a condom. They taught me a lot of stuff, and they taught me about diseases and STD's and stuff like that. I didn't know what an STD was until I went to STEP. They taught me a lot of stuff about AIDS."

"We did learn about how to catch diseases. So, at first I didn't know about the diseases. . . my teacher taught me that most diseases are caught by having sex, or sharing needles, or it has to do with blood or something like that. That's the first time that I found out about AIDS and HIV. So, that's the first day I stepped in there, they talked about condoms protecting you from getting disease, like gonorrhea and herpes."

***CONCLUSIONS***

"I'd like to say to people who're coming to STEP. I really advise you to take it seriously and to have fun while in STEP. When you get to high school, really look in and talk to your counselors and know what you have to do to pass, to graduate from high school with that diploma. Ms. Crum and Mr. Bennett will help you a lot. Stay in touch with them. They'll never turn their back on you."

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** MEMBERS, EVALUATION COMMITTEE
MAYOR'S STAFF

**DATE:** DECEMBER 28, 1993

**FROM:** RAYMOND R. HOLLAND

**SUBJECT:** INITIAL RECOMMENDATIONS FOR SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

Normally, by early January, the broad outlines of a Job Training Plan for the City and County of San Francisco for the subsequent two-year period beginning the following July will have been established based on:

- evaluations of both:
  - the most-recently completed two-year Job Training Plan; and
  - the most-recently completed program year under the current two-year Job Training Plan;
- any major changes that have been observed or are anticipated in the San Francisco populations that are eligible for JTPA Titles II or III Programs and services; and
- any newly-established Federal or State priorities for JTPA Programs; so that

the appropriate Requests for Proposals (RFP) for PIC Subcontracts for that impending two-year period can be formulated, approved by the Full Council and the Mayor, and issued before the end of January.

At the Committee's December 7th meeting, reviews of performance in San Francisco's PY'90-'91 Job Training Plan and in the PY'92 portion of the current PY'92-'93 Job Training Plan (based on the PIC's "Benefit/Cost Reports" issued on, respectively, October 14th of 1991, October 30th of 1992, and October 30th of 1993) were tentatively begun but not completed.

While enrollment goals in San Francisco's current PY'92-'93 Job Training Plan were based:

- on the total population data provided by the Labor Market Information Division of the State's Employment Development Department (or, the EDD/LMID) from the 1990 Census in January of 1992;
- on joint estimates (based primarily on 1980 Census Data) of the EDD/LMID and PIC Staffs of whom, among that total population, would be eligible for JTPA training and services; and
- on the Council's special "equity provisions" that were developed based on those and other sources of information in January of 1992 identifying those eligibles who are most in need of such services;

the EDD/LMID will probably not provide more comprehensive 1990 Census Data on eligible San Franciscans to replace the prior estimates for the PY'94-'95 Job Training Plan before the end of January.

The industries and occupations targeted in the current PY'92-'93 Plan were based on labor market studies and data from the 1990 Census, the EDD/LMID, the PIC, and others and, in these respects, more recent information is already available for consideration in the PY'94-'95 Plan.

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The *Job Training Reform Amendments of 1992* have established some very significant changes in Federal priorities for JTPA Programs, the U.S. Department of Labor (USDOL) has still not published a final revision of its December 1992 "Interim Final Rule" interpreting those changes. Given the tentative natures of those interpretations, neither the State nor the Job Training Partnership Division of the State's Employment Development Department (i.e., the EDD/JTPD) has succeeded in enunciating any significant changes in the State's priorities (beyond those contained in the amended Federal legislation) or in its planning instructions for the PY'94-'95 job training plans (which, according to the latest information, will not be published before January 15th).

In light of the absence of necessary new State and Federal information, staff suggests the Committee use its attached report to the Mayor and the Full Council dated January 3rd of 1992 (which was adopted without modification) and the most recent "Benefit/Cost Report" dated October 30th of 1993 (mailed to all members of the Council and of its committees in November) as points of departure for beginning to formulate San Francisco's PY'94-'95 Job Training Plan. If this is acceptable, the following changes and additions need to be made to that report; other changes and additions will almost certainly follow.

**Background:**

While the *Job Training Reform Amendments of 1992* were enacted subsequent to the date of the attached Committee Report, most of their major provisions and of their consequences have already been identified and incorporated into the PY'93 Modification of San Francisco's PY'92-'93 Job Training Plan based on the initial interpretations of the USDOL, of the EDD/JTPD, and of the PIC's Staff. While there have already been several disparate and ambiguous interpretations of some of those amendments, issuance of a "Final Rule" by the USDOL would not necessarily resolve all of them.

As a result, staff suggests that the Committee proceed based the USDOL's interpretations provided in the "Interim Final Rule" of December of 1992, noting in cases of disparities or ambiguities the specific interpretation being recommended, its source, why it is being recommended, and what, if any, risks may be assumed by the PIC in adopting that specific interpretation.

Outside of the amended Act's requirements for these plans, Federal and State Governments have also embarked on several other new initiatives that will affect San Francisco's PY'94-'95 Job Training Plan:

- In July of 1993, proposed legislation was introduced (i.e., H.R. 2884 and S. 1361) for a "School-to-Work Opportunities Act". Since then, the USDOL and the U.S. Department of Education (i.e., the USDOE) have circulated several joint position papers concerning its potential implementation, the USDOE has solicited planning grant applications from interested states (the EDD, on behalf of this State, has submitted such an application and, if approved, will be soliciting applications from interested substate areas by the end of January), and, on December 14th, the USDOE issued a conditional solicitation for grant applications under the *Perkins Vocational and Applied Technology Education Act* for "Community Education Employment Centers" (CEECs) related to that proposed legislation.

- In November of 1993, the USDOL issued a draft of its proposed amendments to or substitute for (it is still unclear) JTPA Title III creating "Workers' Assistance Centers", "One-Stop Shopping Centers", and "Workplace Literacy Programs". Since then, drafts of this possible proposed legislation have gone through several revisions ("Workers' Security System" have now been substituted for "Workers' Assistance Centers", etc.) but no date has been announced for submitting this proposed legislation to Congress or for authorizing demonstrations of these proposed programs.

- The (Labor) "Secretary's Commission on Achieving Necessary Skills" (SCANS) continues to meet regularly with the expectation that its eventual products (i.e., national skill standards, etc.) will provide a framework for "School-to-Work", "Workers' Security", and "Workplace Literacy" systems and programs (and for which the San Francisco Assessment Center may be the key ingredient).

- On December 1st, the USDOL announced that the City and County of San Francisco's proposed site of Treasure Island for a new Job Corps Center under JTPA Title IVB is among the 25 finalist across the Nation, that extensive site visits will be conducted during the month of January, and that sites for approximately nine new centers will be announced by the end of March of 1994.

- On December 22nd, the USDOL issued a Solicitation for Grant Applications (SGA) for up to 25 new "Youth Fair Chance Programs" under JTPA Title IVD with all applications to be received on or before March 22nd of 1994.

One provision of the *Job Training Partnership Act of 1982* that has not been amended by the *Job Training Reform Amendments of 1992* is the required date by which all job training plans must be concurrently approved by the chief local elected official and the related private industry council and then submitted to the Governor. San Francisco's PY'94-'95 Job Training Plan must be concurrently approved by Mayor Jordan and the San Francisco Private Industry Council and submitted to the EDD/JTPD (as the authorized representative of Governor Wilson) by Tuesday, April 12th of 1994, the scheduled date of the Council's third 1994 meeting.

**Overall emphases and special programs recommended for PY'94-'95:**

A December 1st report on the 1989-90 Summer Training and Education Program (STEP) was provided to all Members of the Committee for its December 7th meeting; please bring a copy of it to the Committee's January 5th meeting when it will be discussed as a separate agenda item.

While the account of PY'90 and PY'91 Title IIA (6%) Incentive Award monies was treated as a separate account during most of PY'92 and while the monies in it were initially committed to continuing the Joseph S. Bailey Memorial Program and to financing some of the costs of the STEP "School Year Support" component, two events occurring in the last half of PY'92 that caused some modification of that policy.

- The unusually high costs of supportive services needed by participants in the Joseph S. Bailey Memorial Program (which, while expected, were supposed to have been partially defrayed by contributed monies raised from sources outside of JTPA) and the rigid statutory limit regarding the percentage of all JTPA expenditures that can legally be devoted to that purpose, resulted in the "co-enrollment" of many of those participants in the PY'92 Title IIA (78%) Subpart Program for the sole purpose of gaining access to some of its supportive services monies.

  Surprisingly, this did not result in as much deterioration to the performance characteristics of the Title IIA (78%) Subpart Program (which is the basis for the incentive awards) as had been expected. Nevertheless, unless there is marked improvement in the performance characteristics of the Joseph S. Bailey Memorial Program and unless revenues for it from sources other than JTPA can be raised, it will remain a threat to the performance standards prescribed for the Titles IIA (77%) and IIC (82%) Subpart Programs and to earning future incentive awards on the bases of them.

- In November of 1992, the USDOL prescribed a new "Standardized Program Information Reporting System" (SPIRS) which was more than the PIC's Prime 2550 computer system would have been able to manage. As a result of that and of the USDOL's temporary, one-time-only waiver of the expenditure limitations for Title IIA (6%) Incentive and Technical Assistance monies, some of San Francisco's PY'91 and PY'92 Title IIA (6%) Incentive monies were converted into Technical Assistance monies for the purpose of purchasing and installing a new UNIX-based computer system. That new system has been purchased and is now installed and functioning; the PIC was the only California SDA that was able to produce and submit a first quarter report meeting the new SPIRS requirements in October.

It is already known that, based on performance of the PIC and its subcontractors in the PY'92 Title IIA (78%) Program, San Francisco will be receiving a PY'93 Titles IIA and IIC (6%) Incentive Award but the amount of that award cannot yet be determined.

While staff recommends continued use of some of that award to support the costs of the STEP's "School Year Support" component, it does not recommend continuation of the Joseph S. Bailey Memorial Program:

- unless its performance characteristics can be improved to those which will be applicable to the basic Titles IIA (77%) and IIC (82%) Subpart Programs; and

- unless financial resources from sources other than JTPA can be committed to defray some or all of the extraordinary costs of supportive services that are expected for this particularly difficult population.

**Labor demand that should be emphasized in PY'94-'95:**

Despite the sour economy, it is anticipated that there will still be substantial numbers of "replacement" job opportunities in a wide variety of San Francisco businesses and industries that would be appropriate for graduates of San Francisco's PY'94 and PY'95 Titles IIA and IIC training and services and there may be much more modest number of opportunities resulting from isolated "expansions" of San Francisco businesses and industries that would be appropriate as well. Staff is now preparing such a report for the review of the Committee.

**Labor supply that should be emphasized for PY'94-'95:**

As previously indicated, it is not now expected that the EDD/LMID will be able to provide promptly the statistical profiles of San Francisco's JTPA Title II eligible populations that have heretofore been considered one of the key ingredients in the determination of the enrollment goals for the PY'94-'95 Plan.

As a result, the Staff recommends that:

- the enrollment goals and equity considerations approved for the PY'92-'93 Job Training Plan (as described in the attached January 1992 report) be approved in concept for San Francisco's PY'94-'95 Job Training Plan;

- the PIC Staff should apply any new EDD/LMID estimates (after they have been issued) to the determination of new enrollment goals for PY'94-'95 in a consistent manner; and

- the PIC Staff should report those results back to the Committee, time permitting.

Although it may not appear to be the case at first glance, the table on the seventh page of the attached Committee Report is identical to the first table attached to the PIC's October 30th "Benefit/Cost Report"; please let staff know if assistance is needed in translating them.

Contrary to the impression left at the Committee's December 7th meeting, the overwhelming majority of these approved enrollment goals were met in all relevant PY'92 Subpart Programs. If there are any questions about this conclusion or if there are specific instances which differ from it, please bring it to the Staff's attention prior to the Committee's January 5th meeting.

In addition, among other desired programs Staff recommends that the Request for PY'94-'95 Title II Proposals (RFP) contain:

- a specific solicitation for proposed training programs for eligible women in occupations that are not considered to be "traditional occupations for women" (i.e., less than 25% of the workforce employed in that occupation are women) as determined by national, statewide, or local labor force data (at present, only the former two are available); and

- a specific solicitation for proposed training programs for homeless individuals or families that include an enhanced support system (e.g, similar to case management) that will address problems of housing, financial maintenance, life skills, career counseling, and self-esteem with the commitment of monies from sources other than just JTPA; and,

- unless a single overall process is prescribed for all proponents, a requirement that all proposals describe the precise processes, including the responsible parties, through which targeted individuals will be:

  - identified and recruited;

  - determined and certified eligible by authorized representatives of the PIC;

  - provided with an "objective assessment" of skills, interests, and aptitudes (if sources other than the San Francisco Assessment Center are contemplated);

  - determined and certified eligible by authorized representatives of the PIC (if not performed previously);

  - referred to the appropriate services or training within or outside of San Francisco's JTPA Program System;

  - provided with the appropriate training and services within or outside of San Francisco's JTPA Program System; and

  - placed in the appropriate job or in otherwise appropriate opportunities (e.g., continuing education or training, etc.) especially in Title III Programs.

Please let us know if there are any questions about these suggestions or if additional information will be needed for the Committee's January 5th meeting.

cc: PIC Staff
PIC Subcontractors
Jaqui Sikoryak, EDD/JTPD
Linda Kalvelage, EDD/JTPD
Ed Champlin/Doug Perron, EDD/LMID-Coastal Region

Attachment

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.
**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS
MAYOR ELECT JORDAN

**DATE:** JANUARY 3, 1992

**FROM:** LESLIE LUTTGENS, CHAIRWOMAN

**SUBJECT:** EVALUATION COMMITTEE RECOMMENDATIONS FOR THE DESIGN OF THE PY'92-'93 PLAN

**Background:**

Programs financed with Federal *Job Training Partnership Act* (JTPA) monies have been in a state of potential change for several months.

- The House of Representatives has already adopted a bill (i.e., H.R. 3033) to amend the JTPA legislation and the Senate is still considering two bills to amend that legislation (i.e., S.1424 and S.2055). If the bill adopted by the Senate differs from H.R.3033, a conference committee of representatives from both houses of Congress (and the Administration) will have to develop compromise legislation. While both H.R. 3033 and S. 2055 would have significant effects on the PY'92-'93 Job Training Plans, the effects would differ and there is no agreement between the two on an effective date for those amendments.

- If compromise legislation amending JTPA is not adopted soon, representatives of the U.S. Department of Labor have indicated they may attempt to institute some of the reforms being proposed in those bills for PY'92.

- While the State's Staff has issued planning guidelines for PY'92-'93 Job Training Plans, the State Job Training Coordinating Council (i.e., the SJTCC which advises the Governor on JTPA and related matters) is still considering a recommendation to make a prompt commitment of PY'92 JTPA Title IIA (8%) financing to a second round of assessment center programs, including that proposed by this PIC, the San Francisco City College District, the San Francisco Department of Social Services, and the San Francisco Unified School District in September of 1991.

- Four concept papers on possible PIC programs for children and youths under 18 years of age have just been requested and submitted for consideration in the City's Fiscal Year 1992-1993 Budget under Proposition J.

- The State of California has a new Governor and the City and County of San Francisco has a new Mayor.

It would be best to proceed with development of the PY'92-'93 Job Training Plan immediately (because, under Federal Law, that Plan must be concurrently approved by the Mayor and the PIC and submitted to the Governor by April 12th of this year) and to develop strategies for incorporating possible changes from any of these eventualities as they are confirmed and their effects estimated.

In developing these recommendations, the Evaluation Committee met and conducted four public hearings between October 23rd and today, received an extraordinary number of reports from representatives of the Staffs of the Congress, of the PIC, of the PIC Subcontractors, of a special task force, and of the general public, analyzed and discussed these data and formulated recommendations with respect to most issues raised. The biennial plan, with respect to which these recommendations apply, will be for the two Program Years of 1992 and 1993 or from July of this year to June of 1994.

**Overall emphases and special programs recommended for PY'92-'93:**

While the Committee adopted the Report of the African-American Task Force as its report, representatives of the Task Force asked that they be permitted to present it directly to the Council (see item 5.d. of the tentative agenda).

While it is still too early to draw firm conclusions about the effectiveness of the first three cycles of the "Summer Training and Employment Program" (because the youths who participated in the first cycle are not scheduled to graduate from high school until June of 1993), the Committee is recommending that a fourth cycle of STEP be started in the 1992 JTPA Title IIB-SYETP with consideration given to:

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- providing a firmer financial base for the program, especially for the "School Year Support" portion between the two JTPA Title IIB-SYETPs [for which the PIC Staff has been forced to raise foundation funds with JTPA Title IIA (6%) funds held in reserve and used for insurance]; and

- incorporating community-based organizations in the delivery of some of the services..

Preliminary data from this fifteen-month demonstration program (in which students who have been identified as "potential school dropouts" are recruited and enrolled in the JTPA Title IIB-SYETP at the end of the eighth grade or middle school, provided intensive remedial education and counseling services during that summer program and the ensuing first year in high school, and enrolled in the subsequent JTPA Title IIB-SYETP) are promising. Less than ten percent of the original STEP participants are no longer students in the San Francisco Unified School District (it is not yet known how many of those dropped out of school and how many left the SFUSD for other reasons such as moving out of San Francisco), the standardized reading scores for 85% and for 78% of the participating students in each of the first two cycles improved, the standardized math scores for 68% and for 76% of those same two groups improved, and, of the 245 who have participated in all three cycles, only one pregnancy has been reported during the fifteen months of participation.

Since PY'83, all JTPA Title IIA (6%) incentive monies which have been earned by the PIC and its subcontractors as a consequence of meeting and exceeding the national performance standards in the Basic JTPA Title IIA (78%) Subpart Programs have been retained and used in a separate subpart program. Federal and State guidelines have permitted those monies to be commingled with the Basic JTPA Title IIA (78%) monies with no further separate identity. Except for ensuring "School Year Support" services to STEP participants (starting in PY'89), these funds have been used exclusively for the Joseph S. Bailey Memorial Program.

The Joseph S. Bailey Memorial Program is primarily a remedial education program for eligible young adults lacking the basic math and reading skills specified for many occupational training programs. It was designed as a "vestibule program" for those other PIC programs and it presaged the State-mandated JTPA Title IIA (8%)-SECG/GAIN Programs, many of the modifications subsequently incorporated in other PIC training programs [particularly those in the Basic JTPA Title IIA (78%) Subpart], and the amendments now being considered in Congress. It was also designed "to leverage" monies from sources other than JTPA. While the first three of these four design objectives appear to have been substantially accomplished, the "leveraging" objective has not been.

Nevertheless, the Committee recommends that future JTPA Title IIA (6%) Incentive Awards continue to be treated as separate monies to be budgeted and used where needed (e.g., for ensuring "School Year Support" services under STEP and for other purposes to be determined subsequently by the Mayor and the PIC).

**Labor demand that should be emphasized in PY'92'-93:**

The two most fundamental policies upon which a Job Training Plan is based are specifications of the labor demand (i.e., industries and occupations in which entry-level job opportunities are projected during PY'92-'93 due to net increases in the numbers of jobs and due to replacements for jobs vacated) and of the potential labor supply (i.e., recruitment and enrollment goals for the various subgroups of San Francisco's "JTPA-Eligible" population who are projected to need training or education to compete successfully) to be emphasized.

Because of the restructuring occurring in local, state, national, and international economies, it has become almost impossible to project with any confidence precisely what the demands for skilled labor in entry-level positions in the City and County of San Francisco will be over the next two and a half years. While more recent and reputable economic forecasts in the media and in other sources are and will continue to be available and ought to be relied on, the Committee suggests the following two publications present the best consensus forecasts for the San Francisco and the Greater Bay Area economies for purposes of San Francisco's next biennial Job Training Plan and for organizations developing specific training programs to be proposed for PY'92-'93 PIC Subcontracts under that Plan:

- The "Annual Planning Information --- San Francisco City and County" (or "API Report"), published in June of 1991 by the Labor Market Division of the State's Employment Development Department (EDD/LMID), which provides:

  - data on projected changes in a wide assortment of industries located within the City and County of San Francisco up to the end of calendar year 1993; and

- two lists of approximately 42 selected occupations for each of which detailed information is presented on:
  - entry-level and other wage rates;
  - employers' requirements for training and experience;
  - projections of employers' demands for both qualified and experienced and qualified but inexperienced candidates for employment;
  - the approximate number of workers in that occupation in San Francisco;
  - the projected increase or decrease in the number of San Francisco jobs in that occupation; and
  - other related information that is or may be available for that particular occupation.
- "Pressure Rising", a special report published jointly by the EDD/LMID, the Bay Area Council, and the Hospital Council of Northern and Central California in October of 1990 which provides:
  - data on projected changes in the health services industries of the Greater San Francisco Bay Area (i.e., not limited to just the City and County of San Francisco) up to the end of calendar year 1995; and
  - a list of seventeen selected health care occupations for each of which the same kind of detailed information contained in the API Report can be obtained.

The first of these two reports estimates that approximately 21,000 (or the majority of) new jobs projected to be created during the forecast period will be in services industries division (which now accounts for one-third of all of San Francisco's jobs). While events that have occurred since June of 1991 may cause some of those projections to be revised downward for some of the industries specified within this division, those for the health services industry may be somewhat understated because of both the nature of the restructuring within that industry and of the restructuring of some of the occupational schemes within it. It is projected that there will continue to be skilled labor shortages in both registered and licensed vocational nurses and in some of the specialties which are now being created within those occupations; details are provided in the second of the two reports cited.

The retail trade industries division was projected in June of 1991 to experience only moderate job growth during the forecast period and the government division to experience only slight job growth.

While job losses are forecast in San Francisco's finance, insurance, and real estate division, its transportation, communication, and public utilities division, and its construction division and continued job losses are forecast for its manufacturing and wholesale trade divisions, there will still be sporadic entry-level opportunities available in these and other divisions due to replacement of personnel who retire or change career objectives.

None of the occupations listed in either of these reports is intended to reflect a comprehensive demand for skilled labor and neither projected growth nor increased labor demand should be assumed because a specific occupation has been listed. The lists simply indicate those occupations for which more detailed and current information is or will shortly be available. The occupations contained in the lists were selected by local consumers of occupational information (e.g., representatives of educational establishments, of employer's human resources departments, of training institutions, of unions, etc.) based on general consensuses among diverse interests about each. While many occupations listed are suitable for training, others are not.

Since information in these reports cannot be the sole basis for establishing the occupational potential for specific training, the PIC's policy for PY'92-'93 should be that demand for skilled labor should be established for each specific occupational training program proposed for PY'92-'93. It will be difficult to accomplish this without the active advice, consultation and collaboration of representatives of employers and, in many cases, of organized labor.

While tax credits which will become available from the State's recent designation of an "Enterprise Zone" in San Francisco should encourage such employer collaboration, much more active and widespread employer support will be necessary.

A draft of next June's edition of the San Francisco API should be published by the EDD/LMID by the end of January of 1992. Copies of either report can be obtained contacting either the San Francisco Office of the EDD/LMID [(415)-557-3052] or the PIC. Because of the still-unanswered questions raised by the PIC in August of 1991 about the extraordinary contradictions in official employment and unemployment statistics for San Francisco and because some of those questioned labor supply data are contained in the first of these two reports, the adoption of that report being recommended by the Committee is limited to its labor demand projections.

**Labor supply that should be emphasized for PY'92-'93:**

With one major exception, Federal and State Laws generally require that enrollment goals for the JTPA Title II Subparts of the Plan, expressed as the percentage which the projected number of participants in each "substantial segment" (or characteristic group) comprises of the projected number of all participants, equal the proportion comprised by that "substantial segment" of the Service Delivery Area's total "eligible" (or "economically disadvantaged, aged 16 years and older") population.

The exception is a statutory requirement that expenditures for eligible youths in the 16-21 year-old age range must constitute at least 40% of all Basic JTPA Title IIA(78%) expenditures for eligible adults and youths combined even though, according to the 1980 Census (the most recently available on "JTPA Eligibles"), eligible youths comprised only 22% of the Nation's total eligible population. While the Secretary of Labor is authorized to provide an adjustment for SDAs' minimum youth expenditure ratios and while the State of California has interpreted that to mean that San Francisco's minimum required youth expenditure ratio should be at least 12.77% (the percentage of youths in San Francisco's "eligible" population, according to the 1980 Census), the Mayor and the PIC have always decided to retain that youth enrollment goal at 40% for the PY'83-'91 Job Training Plans.

State and Federal Law require that all enrollment goals established be "equitable" and, in order to assure that, the State of California requires those goals to be based on the most-recent census data on each Service Delivery Area's "JTPA-Eligible" population, as provided by authorized representatives of the EDD/LMID, or on the EDD/LMID's estimates of that population's statistical profile.

The only 1990 Census Data yet released are the "unadjusted data" for San Francisco's total population (i.e., all persons of all income and labor force statuses). Adjusted or unadjusted data from the 1990 Census on San Francisco's "JTPA Eligible" and unemployed populations will not be released until later this year, at the earliest. Nevertheless, from comparisons of San Francisco's total population data from the 1980 Census and the 1990 Census, it is clear that there have been some significant changes in San Francisco's overall population which will probably be reflected in its "JTPA Eligible" and unemployed populations.

Since the 1980 Census Data (used as the bases for enrollment goals in all San Francisco Job Training Plans until now) will be over fourteen years old in June of 1994 (i.e., or at the end of the PY'92-'93 plan period), representatives of the EDD/LMID developed estimates of the statistical profile of San Francisco's "JTPA Eligible" population using combinations of 1980 and 1990 Census Data for purposes of establishing enrollment goals for its PY'92-'93 plan.

The EDD/LMID's estimates of San Francisco's 1990 "JTPA Eligible" population, stratified by four different age ranges, and, based partly on those estimates, the Committee's recommended enrollment goals for the PY'92-'93 plan are displayed on page 7 of this report. The rationales for all of the Committee's recommended enrollment goals, including its recommended uses of "affirmative action factors" (or "A.A. Factors" on the following table), are attached on pages 8 and 9. The initials "NH" on both of the following tables indicate that the only persons counted in that particular race/ethnic group are those who are "Not Hispanic", a purely ethnic characteristic. If a person possesses the characteristics of both that race/ethnic and the purely ethnic "Hispanic" groups, that person is counted only as an "Hispanic" in the 1990 Census Data.

In summary, the enrollment goals being recommended by the Committee for the JTPA Titles IIB-SYETP, IIA (78%), and IIA (3%) Subparts of the PY'92-'93 Job Training Plan compared with the enrollment goals for those same three Subparts which were previously approved by the Mayor, the Council, and the State (based on 1980 Census Data for both the total and the eligible populations for each substantial segment and on several "affirmative action factors") for San Francisco's PY'90-'91 and earlier Plans are:

| APPROVED PY'90-'91 ENROLLMENT GOALS COMPARED WITH THE ENROLLMENT GOALS BEING RECOMMENDED FOR EACH CORRESPONDING PY'92-'93 JTPA TITLE II SUBPART | | | | | | |
|---|---|---|---|---|---|---|
| SUBSTANTIAL SEGMENTS | 90-91 IIB-SYETP | 92-93 IIB-SYETP | 90-91 IIA (78%) | 92-93 IIA (78%) | 90-91 IIA (3%) | 92-93 IIA (3%) |
| TOTAL | 100% | 100% | 100% | 100% | 100% | 100% |
| FEMALES | 51% | 51% | 53% | 53% | 63% | 63% |
| MALES | 49% | 49% | 47% | 47% | 37% | 37% |
| AGES, 14-15 | 39% | 39% | 0% | 0% | 0% | 0% |
| AGES, 16-21* | 61% | 61% | *40% | *40% | 0% | 0% |
| AGES, 22-24 | NA | NA | NA | NA | NA | NA |
| AGES, 22-54 | 0% | 0% | 54% | 54% | 0% | 0% |
| AGES, 55+ | 0% | 0% | 6% | 6% | 100% | 100% |
| *<AA. FACTORS>* * | | | **<3.13>* | **<4.00>* | | |
| AM.IND.*et al.* (NH)* | *1% | *1% | *1% | *1% | *1% | *0% |
| ASIANS & P.I.(NH)* | *29% | *36% | *33% | *39% | 35% | *42% |
| • [ASIANS (NH)]* | *[24%] | *[30%] | *[27%] | *[32%] | *[29%] | *[35%] |
| • [PACISL.(NH)]* | *[5%] | *[6%] | *[6%] | *[7%] | *[6%] | *[7%] |
| BLACKS (NH)* | *36% | *33% | *31% | *28% | *28% | *26% |
| HISPANICS | *24% | *25% | *21% | *22% | *15% | *15% |
| WHITES | 9% | 5% | 13% | 10% | 20% | 17% |
| OTHERS (NH)* | *1% | 0% | *1% | 0% | *1% | 0% |
| *<AA FACTORS>* * | **<1.30>* | **<1.20-1.45>* | **<1.65>* | **<1.45-1.75>* | **<1.65>* | **<1.45-1.75>* |

The State of California's procedures for assuring "equitability" also require that all enrollment goals which are being recommended to be affected, directly or indirectly, by "affirmative action factors" be referred to the State Job Training Coordinating Council (i.e., the SJTCC, which has otherwise delegated all of its plan approval authority to the State's administrative staff) for its approval. While the locally-approved applications of "affirmative action factors" to the PY'90-'91 and earlier San Francisco enrollment goals were also subject to these same special approval requirements, the State's administrative staff has never referred a San Francisco Plan to the SJTCC for review or approval.

While the State is not requiring that PY'92-'93 enrollment goals be established for separate JTPA Title IIA (6%) Subpart Programs it is, for the first time, requiring them for the JTPA Title IIA(8%)-SECG/GAIN and the JTPA Title IIIA EDWAA Subpart Programs Plan in relationship to the estimated JTPA Title II eligible populations.

Because enrollments in the JTPA Title IIA(8%)-SECG/GAIN Subpart Program are limited by State Legislation to only those GAIN Participants who are referred by the San Francisco Department of Social Services and because the priorities for those referrals are governed by separate State and Federal Legislative requirements (none of which is based on the concept of "equity"), SFDSS representatives have estimated the characteristics of the 107 GAIN Participants which they project the SFDSS will be able to refer to the PIC in PY'92 and the Committee recommends that they be adopted as projected.

Under the State's interpretation of the Federal JTPA requirements, the total number of GAIN Participants enrolled in all JTPA Title II Subparts (which SFDSS representatives project to be 92 of the 107 referred) must equal or exceed the percentage which the EDD/LMID reports that GAIN Participants comprise of San Francisco's JTPA Title II eligible population. Accordingly, in June of 1991 the EDD/LMID reported that there were 1,462 San Francisco residents who were GAIN Participants on December 31st of 1989 and that they comprised about one percent of the City's total population of 128,860 JTPA Title II eligibles, based on 1980 Census Data (they also comprise about one percent of the EDD/LMID's estimated 137,397 JTPA Title II eligibles in 1990).

It is possible, but not probable, that the EDD/LMID's estimate of total San Francisco GAIN Participants for December of 1990 (to be published at the end of January for PY'92-'93 planning), the total number of JTPA Title II Participants that can be served in San Francisco's PY'92-'93 Job Training Plan (to be determined after the PY'92 allocations are published and all PY'92-'93 PIC Subcontracts have been selected on or about April 12th), or both could cause additional negotiations with SFDSS representatives to be needed in order to increase the projected number of GAIN Participants that can be referred to the PIC.

Because:

- the eligibility criteria for JTPA Title IIIA-EDWAA Subpart programs are completely unrelated to any economic criterion (they are based, instead, on employers' actions within any part of the United States, on the labor force status of the applicant, and they are not based on residency within the City and County of San Francisco);

- there are no estimates of, and it is not possible to estimate, the statistical profiles of any population that would be potentially eligible for JTPA Title IIIA-EDWAA Subpart Programs;

- there are no Federal requirements for establishing enrollment goals for "substantial segments" in JTPA Title IIIA-EDWAA Subpart Plans;

- it is not possible to project (even with sixty-day WARN Notices) the statistical profile of employees in San Francisco establishments who, during the PY'92-'93 plan period, may become "dislocated workers" and who will need and apply for "rapid response", "basic readjustment", or "retraining" services from the PIC;

- there are no express or implied statutory requirements for "equitable services" to "substantial segments" in the JTPA Title IIIA-EDWAA Subpart Programs with respect to any eligibility criteria but, importantly, with respect to JTPA Title II or "economically disadvantaged" criteria; and, most importantly, because

- the establishment of enrollment goals on such a basis could lead a conclusion that the PIC accepts liability for ensuring that JTPA Title IIIA-EDWAA services are provided "equitably", however that is defined;

it is strongly recommended that the Mayor and the PIC deny the State's request that enrollment goals for the JTPA Title IIIA-EDWAA Subpart of San Francisco's PY'92-'93 Job Training Plan be established.

The goals being recommended for "High-Risk Youths (as previously defined by the San Francisco Partners)" and for "Homeless Adults and Youths" (on the last two lines of the attached table) are the only "substantial segments" for which the State has not requested the establishment of enrollment goals. The enrollment goal being recommended for the former is based on trends established in PY'89 and PY'90 San Francisco programs and the estimated "Eligible, Ages 16+" population of the latter is based on a "conservatively-estimated" population figure derived from "uncorrected" 1990 Census Data cited in a *San Francisco Chronicle* article of November 12th of 1991 and entitled "Why So Many S.F. Poor Have Become Homeless".

Please let the staff know if you have any questions or need additional information prior to the Council's meeting of January 14th.

cc: Members, Evaluation and Planning Committees
PIC, Mayor's, SFDSS, and SFUSD Staffs
PIC Subcontractors
Don MacMillan, EDD/JTPD
Edward Champlin, EDD/LMID

| SUBSTANTIAL SEGMENTS | 1980 CENSUS TOTAL POPULATION | 1990 CENSUS TOTAL POPULATION | EDD/LMID STAFF ESTIMATES OF 1990: ELIGIBLES AGES 16+ | ELIGIBLES AGES 16-21 | ELIGIBLES AGES 22+ | ELIGIBLES AGES 55+ | RECOMMENDED ENROLLMENT GOALS FOR: 92-93 TITLE IIB-SYETP | 92-93 TITLE IIA (78%) | 92-93 TITLE IIA (3%) |
|---|---|---|---|---|---|---|---|---|---|
| TOTAL NO. | 678,674 | 723,959 | 137,397 | 13,740 | 93,430 | 30,227 | TBD | TBD | TBD |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| FEMALES | 50% | 50% | 53% | 51% | 53% | 63% | 51% | 53% | 63% |
| MALES | 50% | 50% | 47% | 49% | 47% | 37% | 49% | 47% | 37% |
| AGES 14-15 | NA | NA | 0% | 0% | 0% | 0% | 39% | 0% | 0% |
| AGES 16-21* | 10% | 8% | 10% | 100% | 0% | 0% | 61% | 40% * | 0% |
| AGES 22-24 | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| AGES 25-54 | 60% | 65% | 69% | 0% | 71% | 0% | 0% | 54% | 0% |
| AGES 55 + | 30% | 27% | 21% | 0% | 29% | 100% | 0% | 6% | 100% |
| *<A.A. FACTOR: 4.00 FOR "AGES 16-21" IN "(78%)" > * | | | | | | | | | |
| AM.IND. ET AL.(NH) * | 0% | 0% | 1% | 1% | 1% | 0% | 1% * | 1% * | 0% * |
| ASIANS & P.I. (NH) * | 21% | 28% | 27% | 30% | 26% | 29% | 36% * | 39% * | 42% * |
| • [ASIANS (NH)] * | [15%] | [20%] | [22%] | [25%] | [22%] | [24%] | [30%] * | [32%] * | [35%] * |
| • [PAC.ISLANDERS (NH)] * | [6%] | [8%] | [5%] | [5%] | [4%] | [5%] | [6%] * | [7%] * | [7%] * |
| BLACKS (NH) * | 13% | 11% | 16% | 23% | 15% | 15% | 33% * | 28% * | 26% * |
| HISPANICS * | 13% | 14% | 15% | 21% | 14% | 10% | 25% * | 22% * | 15% * |
| WHITES (NH) | 53% | 47% | 41% | 25% | 44% | 46% | 5% | 10% | 17% |
| OTHERS (NH) | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *<A.A. FACTORS: 1.20 FOR "MINORITIES EXCEPT BLACKS" IN "SYETP", 1.45 FOR "BLACKS" IN "SYETP" AND FOR "MINORITIES EXCEPT BLACKS" IN "(78%&3%)", 1.75 FOR "BLACKS" IN "(78%&3%)">* | | | | | | | | | |
| SCHOOL DROPOUTS | NA | NA | 31% | 21% | 33% | 57% | 21% | 31% | 57% |
| STUDENTS | NA | NA | 5% | 28% | 1% | 0% | 79% | 10% | 0% |
| GRADUATES & POST H.S | NA | NA | 64% | 51% | 66% | 43% | --- | --- | --- |
| • [H.S.GRAD & EQUIV] | [NA] | [NA] | [NA] | [NA] | [NA] | [NA] | --- | --- | --- |
| • [POST H.S. STUDENTS] | [NA] | [NA] | [NA] | [NA] | [NA] | [NA] | --- | --- | --- |
| READING LEVEL <7TH GRADE | NA | NA | NA | NA | NA | NA | --- | --- | --- |
| LIMITED ENG. PROFICIENT | 3% | NA | 15% | 11% | 16% | 20% | 10% | 30% | 30% |
| DISABLED | 2% | NA | 10% | 3% | 11% | 21% | 10% | 10% | 5% |
| OFFENDER | 2% | NA | 11% | NA | NA | NA | --- | 11% | --- |
| SINGLE HD OF HSEHOLD (PARENT) | 3% | NA | 14% | NA | NA | NA | 5% | 14% | --- |
| UI CLAIMANTS | 6% | NA | NA | NA | NA | NA | --- | --- | --- |
| LONG-TERM UNEMPLOYED | 3% | NA | NA | NA | NA | NA | --- | --- | --- |
| NOT IN LABOR FORCE | 32% | NA | NA | NA | NA | NA | --- | --- | --- |
| PUBLIC ASST. RECIPIENTS | 8% | NA | 43% | NA | NA | NA | 45% | 30% | 20% |
| • [AFDC RECIPIENTS] | [2%] | [NA] | [9%] | [NA] | [NA] | [NA] | [40%] | [18%] | [3%] |
| • [GAIN PARTICIPANTS] | [0%] | [NA] | [1%] | [NA] | [NA] | [NA] | [1%] | [1%] | [1%] |
| • [SSI/SSP RECIPIENTS] | [5%] | [NA] | [28%] | [NA] | [NA] | [NA] | [5%] | [5%] | [10%] |
| • [GA/RCA RECIPIENTS] | [1%] | [NA] | [7%] | [NA] | [NA] | [NA] | [1%] | [7%] | [7%] |
| FOOD STAMP RECIPIENTS | 2% | NA | 10% | NA | NA | NA | 10% | 10% | 10% |
| VETERANS | 2% | NA | 9% | 2% | 11% | 14% | 0% | 9% | 14% |
| • [DISABLED] | [1%] | [NA] | [NA] | [NA] | [NA] | [NA] | [0%] | --- | --- |
| • [VIETNAM-ERA] | [1%] | [NA] | [3%] | [0%] | [3%] | [0%] | [0%] | [4%] | --- |
| • [REC.SEPARATED] | [NA] | [NA] | [NA] | [NA] | [NA] | [NA] | --- | --- | --- |
| HIGH RISK YOUTHS (SF DEF.) | NA | NA | NA | NA | NA | NA | 70% | 28% | 0% |
| HOMELESS ADULTS AND YOUTHS | NA | NA | 4% | NA | NA | NA | 4% | 4% | 4% |

## RATIONALES FOR THE PY'92-'93 ENROLLMENT GOALS BEING RECOMMENDED BY THE EVALUATION COMMITTEE FROM THE EDD/LMID'S ESTIMATES OF SAN FRANCISCO'S 1990 "JTPA ELIGIBLES"

The four age-cohorted eligible population estimates computed by representatives of the EDD/LMID are shown in four columns in the center of the preceding table. The Evaluation Committee recommends that the Mayor and the Council adopt the PY'92-'93 enrollment goal shown for each "substantial segment" in each of the three corresponding JTPA Title II Subparts (displayed in the three right-hand columns of the preceding table) on the following bases:

- the enrollment goal for each "substantial segment" for the JTPA Title IIB-SYETP Subpart is identical to its representation in the estimated "Eligibles, Ages 16-21" population;

- the enrollment goal for each "substantial segment" for the JTPA Title IIA (78%) Subpart is identical to its representation in the estimated "Eligibles, Ages 16+" population; and

- the enrollment goal for each "substantial segment" for the JTPA Title IIA (3%) Subpart is identical to its representation in the estimated "Eligibles, Ages 55+" population; EXCEPT FOR

- the representation of the "16-21" year-old "substantial segment" in the "Eligibles, Ages 16+" population is multiplied by an "affirmative action factor" of 4.00 for the JTPA Title IIA (78%) Subpart enrollment goal because this is consistent with Congress' affirmative intent in section 203 (b) of the Act, this ensures that the minimally-required amount of available Basic JTPA Title IIA(78%) monies will be spent on this "substantial segment", and because the Mayor and the PIC have determined that this "substantial segment" can benefit most from and is most in need of those services;

- the representations of the "22-54" and the "55+" year-old "substantial segments" in the "Eligibles, Ages 16+" population are reduced for the corresponding JTPA Title IIA (78%) Subpart enrollment goals as a result of the application of the "affirmative action factor" to the "16-21" year-old "substantial segment" just described so that the sum of all age-related enrollment goals in that Subpart is 100%;

- the representations or representation of:

  - "Am.Ind. (NH)", "Asians & P.I. (NH)" (and both subgroups), "Hispanics" and "Others (NH)" in the "Eligibles, Ages 16-21" population are each multiplied by an "affirmative action factor" of 1.20 for the corresponding JTPA Title IIB-SYETP Subpart enrollment goal because:

    - estimates of the eligible population are based, in part, on "unadjusted" 1990 Census Data containing disproportionate undercounts of San Francisco's total population (4.42% overall) and of its race/ethnic substantial segments (percentages unknown);

    - the estimated eligible population data do not accurately reflect those who can benefit from and those who are most in need of services within that population;

    - such needs could be better described by the combined and disproportionate effects that economic disadvantagement, unemployment, and other barriers to employment (e.g., racism, ethnocentrism, inability to speak or write English, inadequate basic educational skills, etc.) have on members of minority race and ethnic groups; and because

    - statistical data (for purposes of more precisely quantifying these needs of members of one group relative to those of another) are not otherwise available;

  - "Blacks (NH)" in the "Eligibles, Ages 16-21" population is multiplied by an "affirmative action factor" of 1.45 for the corresponding JTPA Title IIB-SYETP Subpart enrollment goal because:

    - estimates of the eligible population are based, in part, on "unadjusted" 1990 Census Data containing disproportionate undercounts of San Francisco's total population (4.42% overall) and of its race/ethnic substantial segments (percentages unknown);

- the estimated eligible population data do not accurately reflect those who can benefit from and those who are most in need of services within that population;

- such needs could be better described by the combined and disproportionate effects that economic disadvantagement, unemployment, and other barriers to employment (e.g., racism, ethnocentrism, inadequate basic educational skills, etc.) have on members of minority race and ethnic groups;

- statistical data (for purposes of more precisely quantifying these needs of members of one group relative to those of another) are not otherwise available; and because

- the Mayor and the PIC have determined that this "substantial segment" can benefit most from and is most in need of those services;

- "Am.Ind. (NH)", "Asians & P.I. (NH)" (and both subgroups), "Hispanics" and "Others (NH)" in the "Eligibles, Ages 16+" and the "Eligibles, Ages 55+" populations are each multiplied by an "affirmative action factor" of 1.45 for the corresponding enrollment goals in, respectively, the JTPA Title IIA (78%) and JTPA Title IIA (3%) Subparts because:

  - estimates of the eligible population are based, in part, on "unadjusted" 1990 Census Data containing disproportionate undercounts of San Francisco's total population (4.42% overall) and of its race/ethnic substantial segments (percentages unknown);

  - the estimated eligible population data do not accurately reflect those who can benefit from and those who are most in need of services within that population;

  - such needs could be better described by the combined and disproportionate effects that economic disadvantagement, unemployment, and other barriers to employment (e.g., racism, ethnocentrism, inability to speak or write English, inadequate basic educational skills, etc.) have on members of minority race and ethnic groups; and because

  - statistical data (for purposes of more precisely quantifying these needs of members of one group relative to those of another) are not otherwise available;

- "Blacks (NH)" in the "Eligibles, Ages 16-21" and "Eligibles, Ages 55+" populations are each multiplied by an "affirmative action factor" of 1.75 for the corresponding enrollment goals in, respectively, the JTPA Title IIA (78%) and JTPA Title IIA (3%) Subparts because:

  - estimates of the eligible population are based, in part, on "unadjusted" 1990 Census Data containing disproportionate undercounts of San Francisco's total population (4.42% overall) and of its race/ethnic substantial segments (percentages unknown);

  - the estimated eligible population data do not accurately reflect those who can benefit from and those who are most in need of services within that population;

  - such needs could be better described by the combined and disproportionate effects that economic disadvantagement, unemployment, and other barriers to employment (e.g., racism, ethnocentrism, inadequate basic educational skills, etc.) have on members of minority race and ethnic groups;

  - statistical data (for purposes of more precisely quantifying these needs of members of one group relative to those of another) are not otherwise available; and because

  - the Mayor and the PIC have determined that this "substantial segment" can benefit most from and is most in need of those services; and

- the representations of the "Whites (NH) substantial segment" in the "Eligibles, Ages 16-21", in the "Eligibles, Ages 16+", and in the "Eligibles, Ages 55+" populations are reduced for the enrollment goals in, respectively, the JTPA Titles IIB-SYETP, IIA (78%), and IIA (3%) Subparts so that the sum of the race/ethnic enrollment goals in each of those subparts equals 100%.

# PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS **DATE:** DECEMBER 28, 1993

**FROM:** JACK FITZPATRICK, AUDIT COMMITTEE

**SUBJECT:** AUDIT COMMITTEE RECOMMENDATIONS FOR AN ACCOUNTING FIRM TO PERFORM AUDIT SERVICES FOR THE PRIVATE INDUSTRY COUNCIL OF SF, INC. (Agenda Item 6).

**BACKGROUND**

On November 3, 1993, the PIC staff conducted a Bidders' Conference for firms interested in responding to a Request For Proposals (RFP) to perform audit services for the PIC. A total of four proposals were received in response to the RFP by the due date of November 24, 1993. They were:

| NO. | FIRM |
|---|---|
| 1. | Izabal, Bernaciak & Co. CPAs |
| 2. | Ralph J. Ricciardi, CPA |
| 3. | Calvin Louie, CPA |
| 4. | Chek Tan, CPA |

Each of the proposals was reviewed by three staff members according to the criteria included on the evaluation sheets. The highest possible score was 100 points. The technical score represent the average score of the three reviewers. The score for the audit price was determined by awarding 25 points for the lowest price and awarding points on a prorata basis to the other proposals based on their price.

**RECOMMENDATION**

The Audit Committee met on December 16 and, after reviewing the PIC staff recommendations, confirmed their recommendation of the firm Izabal, Bernaciak, and Company to perform the financial and compliance audit of the PIC for the period of July 1, 1991 through June 30, 1993. This is the firm that was awarded the audit contract three years ago and has completed two audits for the PIC. The RFP also included a provision to renew the audit agreement on a year-to-year basis through June 30, 1996 dependent on satisfactory performance and completion of the specified audit services.

The Audit Committee suggested that should additional audit work be needed, such as future or special audits, the PIC staff confirm the estimated hours and rates in writing.

cc: Proponents
Jaqui Sikoryak,JTPD
PIC Staff

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** PIC COUNCIL MEMBERS **DATE:** JANUARY 11, 1994

**FROM:** LESLIE LUTTGENS, CHAIRWOMAN

**SUBJECT:** EVALUATION COMMITTEE'S RECOMMENDED POLICY STATEMENTS (REVISION OF THOSE ORIGINALLY DATED DECEMBER 28TH)

The Evaluation Committee reported to the Council at its November meeting its recommendation of the following policies for administration of Job Training Partnership Act programs.

**1. Employment of a Trainee as a Source of Placement Credit**

We are always pleased to see that a trainee has done so well that the training agency employs that individual as a member of staff.

However, in a few cases a subcontractor has hired enough trainees to raise the question: is this a genuine hire for long-time job; or is it a device for building up statistical credit for placements made?

**Proposed Policy**
When a training subcontractor (not an OJT employer) hires a trainee and requests placement credit, the Vice-President for Operations will approve that credit **provided** that the position is an established, budgeted position known to have become vacant. An exception may be authorized in special circumstances.

**2. Loosening Prior Constraints on Placement Credit**

General policy of the PIC has been to deny placement credit for placing a trainee with a temporary help agency. This policy has been in place for years, and was intended to avoid placement for a short period of employment in jobs with no potential for or commitment to long-time employment.

Increasingly, however, the characteristics of "temporary help" employment has changed, and the hiring practices of many employers now emphasize entry into a "temporary pool" as the way of access full-time employment.

First, the Vice-President for Operations should continue to have the authority to use good judgment to approve individual cases when the facts justify waiver of the general rule. These policy statements provide guidance.

Second, seasonal jobs (for short period) and temporary jobs, should generally not be approved for credit. "Temporary" must be defined each time in an individual determination.

Third, the facts of an employer's hiring practices should be considered; e.g., one very large employer in San Francisco puts all newly-hired clerical workers into a pool from which many departments draw. The departments can retain or re-request a specific employee from the pool and generally a relationship based on experience develops.

Fourth, generally we would reject as unsuitable an employment offer requiring a payment for the job. (e.g., an employment agency requiring a fee from the job seeker.) On the other hand, if the employer pays, he is simply reducing his recruitment costs, and we should not deny credit for a placement which meets other requirements, such as "reasonably long-term, adequate wages, etc."

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Fifth, there are many variations, (labor contractors, head-hunters, etc.). Each case should be considered individually based on the answer to the question: is this a job which can reasonably be expected to lead to long-term employment or to offer some specific benefit (such as entry into a formal apprenticeship) to the employer and the trainee?

## ADDITIONAL POLICIES RECOMMENDED BY EVALUATION COMMITTEE

### 3. Control of over-enrollment; Statement of the problem:

We have for years contracted with various entities to recruit, enroll, train and place in jobs JTPA eligibles, specifying the numbers in each of these service categories, with specified dollar amounts to be paid for each. (We will no longer have dollars attached to performance; but achievement of planned "numbers" will continue to be an evaluation factor.)

We have never paid for "extra" enrollments, but they have not been forbidden.

The contractor has been evaluated based on "placements compared with contracted (planned) numbers of placements."

However, **our** overall performance as administrators of an SDA is, and should be, measured comparing successful services to individuals as a % of the number of person enrolled and given expectations of training and/or jobs).

When a subcontractor over-enrolls in order to achieve a larger participant pool with the hope of making more placements it hurts the overall performance percentages for this PIC. It is also a drag on our child care funds (more on this later).

#### Proposed Policy

It is the policy of this Private Industry Council that no subcontractor is to enroll, for services, more individuals than are specified in that contract with the PIC. An exception may be authorized by the Vice-President for Operation on an individual basis upon presentation of adequate justification, such as

- long-term illness or incarceration of the trainee, or
- trainee has moved from this area

Any proposed over-enrollment which would raise the number of trainees to 10% above the contracted number required approval by the President of the Private Industry Council.

### 4. Determining a Pattern of Failing, OJT Employers

Under 1992 changes in JTPA legislation, we are required to establish a system for determining employer eligibility for on-the-job training contracts which takes into consideration whether the employer has met his or her commitment to provide training and employment opportunities for the participants under previous contracts. The state has drafted, but not issued, minimum standards which we may accept or exceed. If an employer has "failed" by not hiring 25% of the trainees, or not retained them for six months after termination of the contract, we may not serve that employer (in an OJT contract) for a period of one year.

#### San Francisco's Standard

We will conduct in January the annual assessment as directed by the Job Training Partnership Division, including those employers who have had 12 or more OJT trainees in the previous year.

As is the policy of the State, we will consider that there is a Pattern of Failing if 25% of the enrolled OJT trainees did not complete the contract and work for at least 6 months thereafter (the established retention period).

We will not consider the employer to have "failed" if his failure to complete a contract within its terms and continue the worker in unsubsidized employment was not his decision. (The worker became seriously ill, was incarcerated, refused to continue work, etc.) If, however, the termination was the result of the employer's choice (e.g., inadequate quality of work, determination of poor performance within the final two pay periods) that commitment will be considered to have failed.

If there have been only 1 or 2 trainees, and at least one has failed, the decision whether to contract again will be made by the President. If more than 2, the history shall be presented to the President for consideration if more than 1/3 have been failed contracts. The President's decision will be based on all the facts, not just numbers.

**Determining a Pattern of Failing, Training Subcontractors**

Statement of the problem:

We always have to start a new contract before we have performance data from the previous year. How should we address this problem? What are our criteria for successful performance? What measures should we use to determine that a contractor is failing to perform?

The Committee of Contracting Agencies was asked to consider these questions and make recommendations to the committee. They have done so.
As they comment, many of the items which should be considered are in the subcontractor's contract. They have listed as critical items

- enrollments
- placements
- placement or positive termination rate (from the contract)
- wage rate at placement
- participant characteristics (from the contract)

They have recommended November and February evaluations, based on available data. This should specify that the November review and the February review, if appropriate, should consider data from the previous program year as well as the first or first and second quarters of the current year.

**The Evaluation Committee recommends:**

While staff will prepare initial evaluation information, all such recommendations are to be considered by the Planning Committee before they become final. A letter of notification of potential "failure" designation shall offer an opportunity for the subcontractor to respond.

Factors from the subcontract (as listed above) are to be considered including:

enrollments
placements
placement or positive termination rate, as appropriate
wage rate at placement
participant characteristics (compared with contracted number)

In addition, from comparison of achievements with contracted numbers

- youth employment enhancements (YEE's
- adult employment enhancements (AEE's
- GED's earned

Staff will also take into consideration any deficiencies in performance such as:

- repeated failure to meet requirements such as submission of reporting data to the monitor and MIS, or otherwise follow (within reason) directions included in the PIC Operations Manual

- violations of State or Federal laws, such as failure to pay wages to employees, or to submit required reports and/or payments to State and Federal authorities.

In February or April all data available, including facts from the two previous reviews, shall be considered by the Planning Committee in recommending a "probation" status during the current program year, or making contract recommendations for the following year. In general, no contract is to be awarded to, nor augmentation of funding made to, a training contractor or probation for poor performance.

## 5. Job Placement Rate in the JTPA Title IIA Program

The job placement and positive termination rates in the PY'92 Title IIIA Program for dislocated workers lagged substantially behind those recorded in the PY'92 Title IIA Program for economically disadvantaged individuals and, while it does not affect San Francisco's eligibility for a PY'93 Incentive Award under Titles IIA and IIC, the Secretary's performance standard for the PY'92 Title IIIA job placement rate was not met. Given the fact that participants in the Title IIIA Program are presumed to have had a much stronger and more recent attachment to the labor force than those in the Title IIA Program, this is a very disturbing, if not paradoxical.

Since there is no longer any authority to use "fixed-unit-price performance-based subcontracts" in which price payments are based on accomplishments of the specific objectives prescribed in the Act for those performance standards, it is no longer reasonable to expect that individual referral subcontractors most commonly found in Title IIIA Programs will seriously conduct the necessary job development and job placement tasks if there are no specific financial rewards for doing so.

Commonly, "vendors" offering vocational and tuition-based training packages to the general public promise access to various information sources (some of which are financed from public sources) on job opportunities in areas for which training is conducted. However, it is usually left to the participant or student to conduct those job development and placement activities on his or her own behalf with the "vendor" assuming no financial liability for actual job placements in the occupations for which training was offered or at any specified starting hourly wage rate.

If a vocational training institution were to assume extraordinary responsibility in the subcontract for conducting more extensive job development and placement activities than would otherwise be offered to the general public taking its courses, the amended Act and its "Interim Final Rule" require that a "cost reimbursement" subcontract be used. For the overwhelming majority of such institutions (which usually charge "tuition"), the use of a "cost reimbursement" subcontract is unacceptable. Even in the few cases where it might be acceptable, there is no authority for basing any subcontract payments on either the accomplishment of a job placement, or on specified qualities of the jobs in which former participants are placed.

As a result, the PIC now lacks an mechanism for ensuring that its job placement and job quality policies are actually accomplished or that the job placement rate is the Title IIIA Programs can be improved.

**Proposed Policy**

The Committee recommends that monies that would have otherwise been budgeted in subcontracts for job development and placement activities be shifted to the PIC's budget, that new positions be created on the PIC's staff to ensure that these activities are performed, and that the PIC assume greater responsibility for ensuring that these performance objectives are accomplished.

This is to be handled as a "sole source" procurement, as time does not permit the delay required for public notification and completion of competitive procurement. Achieving the job placement of persons who have already completed training must be accomplished quickly so that the skills learned not be lost, and be accomplished within the 90-day time period for placement credit.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## MINUTES

for a meeting
of the Private Industry Council of San Francisco
*January 11, 1994*

**Members present:** Chairman John Dewes, Mr. Brian Cahill, Mr. John Cammidge, Ms. Linda Davis, Ms. Mary Edington, Mr. Gary Fitschen, Ms. Vanessa Johnson, Ms. Leslie Luttgens, Mr. Craig Martin, Mr. Stan Moy, Mr. Fairfax Randolph, Ms. Barbara Thompson and Mr. Craig Wolfson

**Staff present:** President Eunice Elton, Mr. Robert Blanchard, Ms. Brenda Brown, Mr. Wes Dixon, Ms. Roberta Fazande, Ms. Karen Hart, Mr. Ray Holland, Mr. Greg Marutani, Mr. Sululagi Palega and Ms. Clara Wong

**Public present:** Mr. Ricardo Alva, Ms. Elizabeth Baham, Mr. Larry Chatmon, Ms. DeeAnne Davis, Mr. Angel Dominguez, Ms. Delfina Geiken, Mr. Sammy Louie, Mr. Bob Merrill, Ms. Kim Roth and Ms. Norma Tecson

The meeting was conducted one member short of a quorum. Mr. Dewes observed that revisions of the city's Sunshine Law, effective this year, prohibit telephone or fax polling of absent members after a meeting has been conducted. As a result, the Council was unable to approve action items discussed at the meeting. These items were subsequently voted upon and approved by a majority of PIC Directors attending a special Board meeting on January 27th.

Agenda items were taken out of order, with non-action items heard first.

**Adoption of the agenda**
The agenda was approved by acclamation.

**Public testimony on agenda items**
There was no public testimony on agenda items.

**Chairman's report**

**Introduction of new Council member**
Mr. Dewes welcomed Mr. Fairfax Randolph to the Council.

**Strategic Planning Session**
Mr. Dewes emphasized to members the importance of attending the PIC's all-day Strategic Planning Session on January 27th.

**Committee reports**

**Refugee Committee**
The State has provided an advance on the Refugee Program grant which has been used to pay Refugee subcontractors for their services through September 1993, Mr. Marutani said. Still pending is another Refugee contract and a contract modification.

**Staff reports**

**Job Corps proposal**
San Francisco's proposal that portions of Treasure Island be converted to a Job Corps site is one of 25 nationwide finalists being considered by the Department of Labor, Mr. Holland said.

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**Occupational Outlook 1993**
Mr. Marutani distributed copies of *Occupational Outlook 1993*, a publication on labor market trends in San Francisco for 26 occupations, produced by the PIC under contract with the Labor Market Information Division of the Employment Development Department. Mr. Marutani congratulated Mr. Robert Blanchard, the PIC's LMI Program Coordinator, on his work, and thanked the other PIC staff members who contributed to the effort. The publication is being distributed to schools, colleges and universities, the Department of Social Services, community based organizations, among others.

**City's coordination of activities**
San Francisco's lobbyist in Washington, D.C. is actively reviewing new initiatives of the Clinton administration to identify grant solicitations and other opportunities for which San Francisco — and the PIC — might be eligible, Mr. Holland explained.

**National developments**
The Clinton administration is seeking to coordinate various federal programs. Mr. Holland cited the proposed Worker Security System which would serve laid-off workers by coordinating Unemployment Insurance, Job Services and the Dislocated Worker retraining system. Other federal coordination efforts include school to work transition and identifying skills for various occupations in order to standardize training certification nationwide.

**President's report**

**San Francisco Commission on National Service**
Miss Elton said she has been asked to serve on the advisory committee of a commission established by the Board of Supervisors to study how the new National Service program — described by Miss Elton as a "Peace Corps of the non-profit world" — could operate in San Francisco.

**Impact of State delays**
JTPA Title II coordination grants, the Assessment Center and the Refugee program are among those PIC activities harmed by inordinate delays in instructions and funding by the State, Miss Elton said. For example, instructions for the second year of the Assessment Center, beginning July 1st, were not released until the end of December. The Refugee program, which began in September, still lacks full instructions. It is extremely difficult to manage a program under these circumstances, Miss Elton said. In some cases, she noted it has been necessary to support these State-funded activities by borrowing from the PIC's Donated Funds Account.

Mr. Dewes was authorized by the Council to send a letter to the State objecting to the delays.

**Redesignation of Summer Jobs Committee**
The Summer Jobs Committee, chaired by Mr. Ray, is considering a move to make the Committee's efforts year-round, Miss Elton said.

**Update of PIC Bylaws**
Amendments to bring the PIC's Bylaws into compliance with changes in the State's Brown Act and San Francisco's Sunshine Laws will be presented to the Council at its March meeting, Miss Elton said.

**New EDD requirement**
New State legislation, Miss Elton said, requires any individual seeking services from EDD to provide evidence that this person is legally entitled to work in the United States.

**Committee reports (cont.)**

**Evaluation Committee**

Mrs. Luttgens outlined the Evaluation Committee recommendations for administration of JTPA programs, reading from her December 28th, 1993 memorandum.

The Committee's initial recommendations for San Francisco's Program Year 1994-'95 Job Training Plan, were also reviewed, as described in Mrs. Luttgens' January 5th, 1994 memorandum. Because JTPA Title III placements have dropped to around 50% of participants, the Committee recommended that a job developer be hired by the PIC, she said. Mr. Dewes noted that the Evaluation Committee's recommendations for the planning process may be altered as more data concerning past JTPA activities is compiled; in the meantime, he said, "we've got to get going".

A final report on the impact of the 1989-'90 Summer Training and Education Program — STEP's first year — upon its at-risk high school-aged participants was briefly summarized by Mrs. Luttgens. The report suggested that the youth did well while involved in STEP, but faltered thereafter when the program was not operating.

**Planning Committee**

Mr. Fitschen reviewed the Planning Committee's recommendations for completing, adjusting and modifying the PY'93 portion of the PY'92-'93 Job Training Plan, as outlined in his December 17th, 1993 memorandum and as supplemented by Miss Elton's December 30th, 1993 memorandum. The recommendations concerned Adult and Youth Employment Competencies and budget modifications.

**Audit Committee**

The Audit Committee's report on recommendations for an accounting firm to perform audit services for the PIC was postponed for the Board to consider at its January 27th meeting.

**Public testimony on non-agenda items**

There was no public testimony.

The meeting was adjourned.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a SPECIAL MEETING**

**of the**

**PRIVATE INDUSTRY COUNCIL**



*A strategic planning meeting will be held at Fort Mason Center*

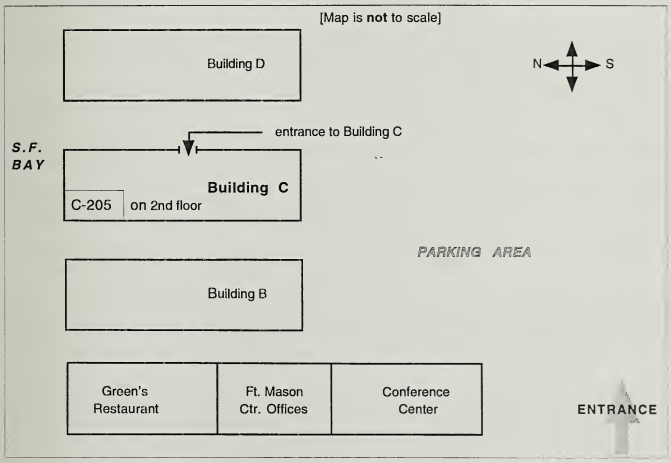
| | |
|---|---|
| **DATE:** | Thursday, January 27th, 1994 |
| **TIME:** | 8:30 A.M.– 3:30 P.M. |
| **LOCATION:** | Fort Mason Center<br>Building C<br>Room C-205 |

Fort Mason is located at the intersection of Buchanan Street and Marina Boulevard.
Room C-205 is located on the second floor in the back of Building C.

The entrance is in the middle of Building C (*between Buildings C and D*)

Parking is available and free.

Lunch and coffee breaks will be provided.




*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued December 30th 1993*

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# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** MEMBERS, PRIVATE INDUSTRY COUNCIL
MAYOR FRANK M. JORDAN
BRIAN CAHILL, SFDSS

**DATE:** FEBRUARY 22, 1994

**FROM:** GARY FITSCHEN
CHAIRMAN, PLANNING COMMITTEE

**SUBJECT:** RECOMMENDED DESIGN OF SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

## EXECUTIVE SUMMARY

Although still neither confirmed nor clarified, it is estimated that the State should be allocating for the first year of San Francisco's Job Training Plan for Program Years 1994 and 1995 approximately nine million dollars distributed as follows:

- at least $2,266,467 for the Basic PY'94 JTPA Title IIA (77%-Adult Year-Round) Subpart Program in that Plan (proposed details are provided on pages 2 to 4 of this report);
- approximately $370,705 for the PY'94 JTPA Title IIA (5%-Older Individuals' Program) Subpart (details on pages 4 to 6);
- at least $3,510,982 for the PY'94 JTPA Title IIB (Summer Youth Employment and Training Program or SYETP) Subpart of that Plan (details on pages 6 to 7 );
- at least $1,424,709 for the Basic PY'94 JTPA Title IIC (82%-Youth Year-Round) Subpart Program (details on pages 8 to 9 );
- at least $150,000 for the PY'93 JTPA Titles IIA-IIC (5%-Incentive Award) Subpart Program (details on pages 10 to 11);
- approximately $300,000 for the PY'94 JTPA Titles IIA-IIC (8%-State Education Coordination Grant-GAIN) Subpart Program (details on pages 11 to 14); and
- approximately $1,379,265 for the PY'94 JTPA Title IIIA (Dislocated Workers' Retraining) Subpart Program of that Plan (details on pages 14 to 16).

Under the August 1983 Partnership Agreement between the Mayor and the Council, the latter is responsible for developing a proposed Plan and for submitting it to the Mayor for his concurrent approval by the statutory date of April 12th of this year. After allowing for public reviews and comments, the State is this year requiring that all concurrently-approved Plans be submitted to the Governor by May 2nd.

Six of the Committee's ten members met for almost three hours today to review the PIC Staff's recommended designs for each of the seven subpart programs that are to be included in San Francisco's PY'94-'95 Job Training Plan, to accept public testimony and suggestions with respect to each of those recommendations, to discuss those recommendations and suggestions, and to formulate these recommendations.

Since this will be the first complete biennial plan based on the *Job Training Partnership Act* (JTPA) as it was amended in September of 1992, the subsequent Committee recommendations for each subpart of the proposed Plan (attached in the order displayed above) contain:

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- *verbatim* restatements from the amended Act of the purpose established for each subpart of the Plan and of the persons deemed eligible for receiving services under that subpart;

- recommended local purposes and approved local enrollment goals for each subpart program in the proposed Plan; and

- the capabilities that are proposed to be procured by the PIC from other organizations through:

  - a Request For Proposals (RFP) for all PIC Subcontracts under the JTPA Title IIB-SYETP Subpart of that Plan (this RFP, based on the design that is eventually approved, is already scheduled to be issued on March 2nd); and

  - another RFP for all PIC Subcontracts under all five JTPA Titles IIA and IIC Subpart Programs of that same Plan (this RFP, based on the design that is eventually approved, is already scheduled to be issued on March 3rd).

For reasons described subsequently, the Committee is not recommending that an RFP be developed or issued for subcontracts under the JTPA Title IIIA (Dislocated Workers' Retraining) Subpart Program; a complete plan for that particular subpart program is being recommended instead.

Numerous coordination agreements between the PIC, other providers of related services, and PIC Subcontractors that are eventually selected will also have to be established and included in the Plan; thus, proposed subcontracts already containing such agreements are more likely to be selected.

State and federal planning instructions also require development of written coordination agreements with:

- the JTPA Administrative Entities or private industry councils in other Service Delivery Areas (SDAs) in the same "Labor Market Area" (i.e., Marin and San Mateo Counties as defined by the State); and

- other Federal, State, and local entities planning and administering related programs in San Francisco that are financed with other Federal or State monies.

In addition, the PIC should continue to enhance its collaborative arrangements with related programs in San Francisco that are financed with local *ad valorem* tax monies (e.g., those under the Mayor's Office for Children, Youths, and Their Families, *etc.*) or with private monies.

## THE BASIC JTPA TITLE IIA (77%-ADULT YEAR-ROUND) SUBPART PROGRAM

### Statutory Purpose and Persons Deemed Eligible:

Under the amended Act, the purpose of the Title IIA (77%) Subpart of each Plan is "to establish programs to prepare (eligible) adults for participation in the labor force by increasing their occupational and educational skills, resulting in improved long-term employability, increased employment and earnings, and reduced welfare dependency".

Persons deemed eligible to receive services in this Subpart Program are "economically disadvantaged adults between the ages of 22 and 72 years".

### Recommended Local Purposes (or Goals) and Approved Enrollment Goals for This Subpart Program:

Improving the competitiveness of occupational skills possessed by "Hard To Serve" eligible adults for "quality" job opportunities in the San Francisco labor market should remain the primary goal for this subpart program.

For "Hard To Serve" eligible adults who lack the basic educational skills required for these kinds of occupational training, the provision of remedial basic educational services (including English as a Second Language training) should remain a priority.

For eligible women, programs providing skill training in occupations considered to be "non-traditional for women" (i.e., occupations in which women currently account for 25% or less of the job holders) should be developed and implemented.

For homeless individuals, occupational and basic educational skill training programs should be developed in collaboration with programs financed from other sources that can provide participants with housing, financial maintenance, life skills, career counseling, and self-esteem services.

The enrollment goals for this subpart program, approved by the Board of Directors on January 27th, are displayed in Attachment A to this Committee Report.

**Recommended Design for this Subpart Program:**

The Committee recommends that a "Request For Proposals" (RFP) containing approximately $1,800,000 of Title IIA (77%) monies and all other Titles IIA and IIC monies be issued immediately to acquire subcontractors that:

- can recruit potentially-eligible adults meeting the enrollment goals specified in the attachment;
- can provide or otherwise procure competent and accurate assessments of the basic educational and occupational skills that those recruited and enrolled possess (through the San Francisco Assessment Center or other specified competent source);
- can identify employers with job opportunities meeting the PIC's "quality" criteria (with the concurrence of organized labor, where applicable) and can obtain their earliest possible commitments to both their educational and training programs and to the participants in them;
- can provide or (through "on-the-job training" and "individual referral classroom training" subcontracts they develop between the PIC and the provider of those training services) procure specific educational and training services that meet the needs of both the participants and of their prospective employers;
- can provide case management services and procure, to the extent necessary, supportive services from other sources for enrolled adults; and
- can provide job development and placement services to all participants; with
- a goal of placing at least 70% of all participants in unsubsidized employment (with starting hourly wages of $6.25 or more and employer-provided health benefits), of obtaining "Adult Employability Enhancements", or both.

The proposed subcontracts being solicited for this subpart program would be primarily "cost-reimbursement" instruments. Among them would be two kinds of subcontracts for "brokering services" to develop subsequent subcontracts, on a "sole source" basis, between the PIC and the provider of training services; these two kinds of subsequently developed subcontracts would be for:

- "on-the-job training" (OJT) subcontracts between the PIC and the OJT employer for individual participants and should have an "SDA-imposed" minimum subsidized hourly wage of $6.00; and

- "individual referral" (IR) subcontracts between the PIC and the provider of classroom educational or training services for individual participants.

Although neither proposed OJT subcontracts nor proposed IR subcontracts would be solicited in the RFP (only the "brokering" subcontracts to develop them would be included in the solicitation):

- OJT subcontracts would be "fixed fee" instruments in which a reimbursement fee, based on no more than half of the wages actually earned by the participant, would be paid to the employer for express purpose of reimbursing it for the "extraordinary costs of recruiting and training the participant"; and

- IR subcontracts could be either "cost reimbursement" instruments or, if the provider qualifies as a "vendor", "commercially available training packages" or "tuition-based instruments".

While both "commercially-available training packages" and "tuition-based instruments" are fixed price instruments, under the "Interim Final Rule" price payments must be based on "unmodified catalogue prices". "Catalogue prices" are seldom, if ever, based on the projected accomplishment of any of the performance criteria specified in section 106 of the amended Act or, more significantly, on accomplishments of combinations of those performance criteria.

The Committee recommends that affirmative selection criteria for subcontracted programs that are proposed to serve "Hard To Serve" individuals, to provide longer-term training and placement services for "higher quality" job opportunities, or both be included for this subpart program.

## THE JTPA TITLE IIA (5% OLDER INDIVIDUALS') SUBPART PROGRAM

**Statutory Purpose and Persons Deemed Eligible:**

Under the amended Act, the purpose of the Title IIA (5%-Older Individuals') Subpart of each Plan is "to ensure the training and placement of older individuals in employment opportunities with private business concerns".

Persons deemed eligible to receive services in this Subpart Program are "economically disadvantaged adults who are 55 years of age or older".

**Recommended Local Purposes (or Goals) and Approved Enrollment Goals for This Subpart Program:**

Improving the competitiveness of occupational skills possessed by "Hard To Serve" eligible adults for "quality" job opportunities in the San Francisco labor market should remain the primary goal for this subpart program.

For "Hard To Serve" eligible adults who lack the basic educational skills required for these kinds of occupational training, the provision of remedial basic educational services (including English as a Second Language training) should remain a priority.

For eligible women, programs providing skill training in occupations considered to be "non-traditional for women" (i.e., occupations in which women currently account for 25% or less of the job holders) should be developed and implemented.

For homeless individuals, occupational and basic educational skill training programs should be developed in collaboration with programs financed from other sources that can provide participants with housing, financial maintenance, life skills, career counseling, and self-esteem services.

The enrollment goals for this subpart program, approved by the Board of Directors on January 27th, are displayed in Attachment A to this Committee Report.

**Recommended Design for this Subpart Program:**

The Committee recommends that a "Request For Proposals" (RFP) containing approximately $300,000 of Title IIA (5%-OIP) monies and all other Titles IIA and IIC monies be issued immediately to acquire subcontractors that:

- can recruit potentially-eligible adults meeting the enrollment goals specified in the attachment;
- can provide or otherwise procure competent and accurate assessments of the basic educational and occupational skills that those recruited and enrolled possess (through the San Francisco Assessment Center or other specified competent source);
- can identify employers with job opportunities meeting the PIC's "quality" criteria (with the concurrence of organized labor, where applicable) and can obtain their earliest possible commitments to both their educational and training programs and to the participants in them;
- can provide or (through "on-the-job training" and "individual referral classroom training" subcontracts they develop between the PIC and the provider of those training services) procure specific educational and training services that meet the needs of both the participants and of their prospective employers;
- can provide case management services and procure, to the extent necessary, supportive services from other sources for enrolled adults; and
- can provide job development and placement services to all participants; with
- a goal of placing at least 70% of all participants in unsubsidized employment (with starting hourly wages of $6.25 or more and employer-provided health benefits), of obtaining "Adult Employability Enhancements", or both.

The proposed subcontracts being solicited for this subpart program would be primarily "cost-reimbursement" instruments. Among them would be two kinds of subcontracts for "brokering services" to develop subsequent subcontracts, on a "sole source" basis, between the PIC and the provider of training services; these two kinds of subsequently developed subcontracts would be for:

- "on-the-job training" (OJT) subcontracts between the PIC and the OJT employer for individual participants and should have an "SDA-imposed" minimum subsidized hourly wage of $6.00; and
- "individual referral" (IR) subcontracts between the PIC and the provider of classroom educational or training services for individual participants.

Although neither proposed OJT subcontracts nor proposed IR subcontracts would be solicited in the RFP (only the "brokering" subcontracts to develop them would be included in the solicitation):

- OJT subcontracts would be "fixed fee" instruments in which a reimbursement fee, based on no more than half of the wages actually earned by the participant, would be paid to the employer for express purpose of reimbursing it for the "extraordinary costs of recruiting and training the participant"; and
- IR subcontracts could be either "cost reimbursement" instruments or, if the provider qualifies as a "vendor", "commercially available training packages" or "tuition-based instruments".

While both "commercially-available training packages" and "tuition-based instruments" are fixed price instruments, under the "Interim Final Rule" price payments must be based on "unmodified catalogue prices". "Catalogue prices" are seldom, if ever, based on the projected accomplishment of any of the performance criteria specified in section 106 of the amended Act or, more significantly, on accomplishments of combinations of those performance criteria.

The Committee recommends that affirmative selection criteria for subcontracted programs that are proposed to serve "Hard To Serve" individuals, to provide longer-term training and placement services for "higher quality" job opportunities, or both be included for this subpart program.

## THE JTPA TITLE IIB (SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM) SUBPART

### Statutory Purpose and Persons Deemed Eligible:

Under the amended Act, the purpose of the Title IIB (SYETP) Subpart of each Plan is "to enhance the basic educational skills of eligible youths, to encourage school completion or enrollment in supplementary or alternative school programs, to provide eligible youths with exposure to the world of work, and to enhance the citizenship skills of eligible youths".

Persons deemed eligible to receive services in this Subpart Program are "economically disadvantaged youths between the ages of 14 and 21 years".

Based on oral statements of representatives of the U.S. Department of Labor, the 1994 SYETP will be subject to the requirements of the amended Act (although the amended Act had already taken effect, the 1993 SYETP was subject to the requirements of only the unamended Act) and it will be expected that at least half of all eligible youths served in 1994 SYETP participate in "academic enrichment" activities (including regular summer school not financed with JTPA monies) even though neither that term nor the measures for it have been defined.

### Recommended Local Purposes (or Goals) and Approved Enrollment Goals for This Program:

Exposure to the world of work and enhancement of citizenship skills, especially for younger eligible youths, should remain as the primary goal for all participants in San Francisco's 1994 SYETP.

Enhancement of basic educational skills and encouragement of school completion should remain as the primary goal for those participants who, based on assessments at the beginning of the program, evidence a specific need for improvement or encouragement in those two areas.

The enrollment goals for this subpart program, approved by the Board of Directors on January 27th, are displayed in Attachment A to this Committee Report.

### Recommended Design for this Subpart Program:

The Committee recommends that a separate "Request For Proposals" (RFP) containing approximately $2,591,100 (or approximately 73% of all monies estimated to become available) be issued immediately to acquire subcontractors that:

- can recruit potentially-eligible youths meeting both the city-wide enrollment goals that have already been approved (and are attached) and the proposed enrollment goals for specified geographic subdivisions of The City (which are also attached);

- can, in concert with the PIC, recruit and screen potentially-eligible worksites;

- can match youths who have been determined eligible with worksites that have been approved by the PIC;

- can provide counseling, support, and, if necessary, mediation services with worksite supervisors for eligible youths who have been enrolled; and

- can maintain and process timesheets for participants in "work experience" components; and

- can provide basic remedial educational services to selected participants in classroom settings and in concert with their "work experience" responsibilities.

For the first five of six functions listed, the Committee recommends that approximately 40% of the monies included in the RFP be budgeted in city-wide "work experience" programs for:

- severely disabled youths;

- eligible youths enrolled in public school; and

- eligible youths enrolled in private schools.

For these same five functions, the Committee recommends that all of the remaining monies be reserved for neighborhood-based "work experience" programs for eligible youths residing in those specified geographic areas regardless of school enrollment and that the basis for distributing those monies be revised from the 1980 to the 1990 Census Data, with a special adjustment shifting thirty slots from the "Citywide Public Schools" component to the "Potrero Hill" component (please refer to Attachment B).

The Planning Committee's public hearing for those proposals and for the PIC Staff's recommendations with regard to each of them is scheduled for Thursday, March 31st. While the concurrent approvals of the Mayor and of the Full Council will not be provided until April 12th, the PIC Staff intends to authorize subcontractors recommended by the Committee to begin hiring staff and recruiting potentially-eligible youths and worksites the following day, April 1st.

The Administration's proposed Budget for Federal Fiscal Year 1995, released on February 7th of this year, recommends that:

- monies appropriated for the 1995 JTPA Title IIB (SYETPs) be increased by approximately 19% from the amount already appropriated for the 1994 SYETPs; and

- monies appropriated for the Basic PY'95 JTPA Title IIC (82% - Year-Round Youth) Training Programs be decreased by over nine percent from the amount already appropriated for the PY'94 Title IIC (82% - Year-Round Youth) Training Programs.

Because the amended Act permits up to ten percent of the monies allocated for the SYETP Subpart to be transferred to the Title IIC (82% - Year-Round Youth) Subpart (if such a transfer is requested by both the Mayor and the PIC and if the Governor approves it), because increased local commitments for SYETP components such as the "Summer Training and Education Program" (STEP, which is clearly an "academic enrichment" component) require comparable increases in the local commitments of Title IIC (82% - Year-Round Youth) Subpart monies for the "School Year Support" subcomponents of the fifteen-month STEP, and because it is still not possible to ascertain precisely what the federal requirements for "academic enrichment" activities in the SYETPs may be, the Committee is recommending that Staff be authorized to request up to ten percent of either the 1994 or 1995 SYETP funds be transferred to, respectively, the PY'94 or the PY'95 Title IIC (82% - Year-Round Youth) Subpart. While Staff does not expect such a transfer to be necessary in PY'94, it could very well be necessary in PY'95.

## THE BASIC JTPA TITLE IIC (82% YOUTH YEAR-ROUND) SUBPART PROGRAM

**Statutory Purpose and Persons Deemed Eligible:**

Under the amended Act, the purposes of the Title IIC (82%) Subpart Program are "... to improve the long-term employability of (eligible) youths, enhance the educational, occupational, and citizenship skills of (eligible) youths, encourage school completion or enrollment in alternative school programs, increase the employment and earnings of (eligible) youths, reduce welfare dependency, and assist (eligible) youths in addressing problems that impair the abilities of (those) youths to make successful transitions from school to work, apprenticeship, the military, or postsecondary education and training.

Persons deemed eligible for services in this subpart program are "economically disadvantaged youths between the ages of 16 and 21 years".

**Recommended Local Purposes (or Goals) and Approved Enrollment Goals for This Subpart Program:**

Improving the competitiveness of occupational skills possessed by "Hard To Serve" eligible youths for "quality" job opportunities in the San Francisco labor market should remain the primary goal for this subpart program.

For "Hard To Serve" eligible youths who lack or are projected to lack basic educational skills required for these kinds of occupational training, the provision of remedial basic educational services (including English as a Second Language training) should remain a priority.

For eligible young women, programs providing skill training in occupations considered to be "non-traditional for women" (i.e., occupations in which women currently account for 25% or less of the job holders) should be developed and implemented.

For homeless or runaway youths, occupational and basic educational skill training programs should be developed in collaboration with programs financed from other sources that can provide participants with housing, financial maintenance, life skills, career counseling, and self-esteem services.

To the extents possible, Staff also recommends that both subpart program and the program components within it be used as models for some of the "School-to-Work" programs that may be developed.

The enrollment goals for this subpart program, approved by the Board of Directors on January 27th, are displayed in Attachment A to this Committee Report.

**Recommended Design for this Subpart Program:**

The Committee recommends that a "Request For Proposals" (RFP) containing approximately $1,100,000 of Title IIC (82%) monies and estimated portions of all other Titles IIA and IIC monies be issued immediately to acquire subcontractors that:

- can recruit potentially-eligible youths meeting the enrollment goals specified in the attachment;
- can provide or otherwise procure competent and accurate assessments of the basic educational and occupational skills that those recruited and enrolled possess (through the San Francisco Assessment Center or other specified competent source);

- can identify providers of continuing educational and training opportunities, employers with job opportunities meeting the PIC's "quality" criteria, units of organized labor, where relevant, and can obtain their earliest possible commitments to both their educational and training programs and to the participants in them;

- can provide or (through "on-the-job training" and "individual referral classroom training" subcontracts they develop between the PIC and the provider of those training services) procure specific educational and training services that meet the needs of both the participants and of their prospective employers;

- can provide case management services and procure, to the extent necessary, supportive services from other sources for enrolled adults; and

- can provide continuing educational and training development, job development or placement services, as appropriate to all participants; with

- a goal of placing at least 70% of all participants in unsubsidized employment (with starting hourly wages of $5.25 or more and with employer-provided health benefits), of obtaining "Youth Employability Enhancements", or both.

The proposed subcontracts being solicited for this subpart program would be primarily "cost-reimbursement" instruments. Among them would be two kinds of subcontracts for "brokering services" to develop subsequent subcontracts, on a "sole source" basis, between the PIC and the provider of training services; these two kinds of subsequently developed subcontracts would be for:

- "on-the-job training" (OJT) subcontracts between the PIC and the OJT employer for individual participants and must have a minimum subsidized hourly wage of either $7.62 or $8.09 depending on how the requirements of subsection 264 (d)(3)(C) of the amended Act are eventually interpreted by the State on or after February 27th of this year; and

- "individual referral" (IR) subcontracts between the PIC and the provider of classroom educational or training services for individual participants.

Although neither proposed OJT subcontracts nor proposed IR subcontracts would be solicited in the RFP (only the "brokering" subcontracts to develop them would be included in the solicitation):

- OJT subcontracts would be "fixed fee" instruments in which a reimbursement fee, based on no more than half of the wages actually earned by the participant, would be paid to the employer for express purpose of reimbursing it for the "extraordinary costs of recruiting and training the participant"; and

- IR subcontracts could be either "cost reimbursement" instruments or, if the provider qualifies as a "vendor", "commercially available training packages" or "tuition-based instruments".

While both "commercially-available training packages" and "tuition-based instruments" are fixed price instruments, under the "Interim Final Rule" price payments must be based on "unmodified catalogue prices". "Catalogue prices" are seldom, if ever, based on the projected accomplishment of any of the performance criteria specified in section 106 of the amended Act or, more significantly, on accomplishments of combinations of those performance criteria.

The Committee recommends that affirmative selection criteria for subcontracted programs that are proposed to serve "Hard To Serve" individuals, to provide longer-term training and placement services for "higher quality" job opportunities, or both be included for this subpart program.

## THE COMBINED JTPA TITLES IIA-IIC (5% INCENTIVE) SUBPART PROGRAM

**Statutory Purpose and Persons Deemed Eligible:**

Under section 106 of the amended Act, the purposes of the Titles IIA-IIC (5% Incentive) Subpart Program are to reward SDAs that:

- meet and exceed the Secretary's performance standards for services to all participants in the Basic Title IIA (78%) Subpart Program, initially, or, beginning this program year, in the Basic Titles IIA (77%) and IIC (82%) Subpart Programs;
- in PY'93 and subsequently, met and exceeded the Secretary's performance standards for services to "Hard To Serve" participants in the Basic Titles IIA (77%) and IIC (82%) Subpart Programs;
- served more than the required minimum percentage of out-of-school youths; and
- placed participants in employment that:
  - provided post-program earnings exceeding the applicable performance criteria; and
  - includes employer-assisted health benefits, consistent with the requirements of the amended Act.

There are few, if any, State or Federal requirements governing how monies provided for this subpart program are to be used. Persons deemed eligible by the amended Act for services in the Titles IIA-IIC (5%-Incentive) Subpart Program are "economically disadvantaged adults and youths of any ages" without respect to the relative amounts of Titles IIA and IIC monies that are used to finance it.

**Approved Local Purposes (or Goals) and Approved Enrollment Goals for This Subpart Program:**

On January 27th, the PIC's Board of Directors approved the following goals for this PY'94-'95 subpart program:

- continuation of the "School Year Support" program component for the Summer Training and Education Program (STEP), a fifth cycle of which is being recommended to begin in the 1994 JTPA Title IIB - Summer Youth Employment and Training Program (SYETP); and
- the remaining funds be reserved for continuation of the Joseph S. Bailey Memorial Program to continue development of and to provide innovative basic remedial educational services, without regard to any predetermined performance standards, to especially "Hard To Serve" adults and youths who, because of those skill deficiencies (reading levels at or below the sixth-grade equivalent for at least half of the participants and at or below the ninth-grade equivalent for the remaining half), cannot qualify for enrollment in more appropriate occupational or vocational training programs.

However, continuation of the Joseph S. Bailey Memorial Program is subject to the following conditions:

- monies from sources other than JTPA must be firmly committed at the beginning of the subcontracted programs to defray some or all of the extraordinary costs of supportive services that are needed by this particularly difficult population segment and for the longer-term participation in education and training programs that should be expected as needed by them; and,

- if such additional monies cannot be identified and firmly committed, the design and performance characteristics of the subcontracted programs should be modified to be more competitive with, but still not necessarily equivalent to, those of programs subcontracted under the Basic Titles IIA (77%) and (82%) Subparts.

Other than what is described in the preceding goal statements, no specific enrollment goals for this subpart program have been proposed, developed, or approved.

To the extents possible, the Committee also recommends that both components of this subpart program be used as models for some of the "School-to-Work" programs that may be developed during PY'94 or PY'95.

**Recommended Design for this Subpart Program:**

The Committee recommends that:

- monies needed to provide "School Year Support" services to participants in the fifth cycle of the "Summer Training and Education Program" (STEP) component (i.e., approximately $50,000) be subcontracted to the San Francisco Unified School District (SFUSD) on a "sole source" basis; and

- remaining monies in this subpart be included in an RFP containing all other Titles IIA and IIC monies and be issued immediately to acquire subcontractors that:

  - can recruit potentially eligible adults and youths meeting the enrollment criteria described previously;

  - can provide or otherwise procure (e.g., through the San Francisco Assessment Center, etc.) competent and accurate assessments of the basic educational skills that those recruited and enrolled possess;

  - can identify and ensure the provision of specific remedial educational curricula that are needed by the individual and, in consultation with the individual, establish specific improvement objectives for specified points of time;

  - can provide case management services and procure supportive services from other sources for enrolled participants; and

  - can provide continuing educational and training development, job development or placement services, as appropriate to all participants.

The Committee recommends that affirmative selection criteria for subcontracted programs that are proposed to serve "Hard To Serve" individuals meeting the criteria specified, to provide longer-term basic remedial educational, training, and placement services for "higher quality" job opportunities, or both be included for this subpart program.

## THE COMBINED JTPA TITLES IIA-IIC (8% STATE EDUCATION COORDINATION GRANT) SUBPART PROGRAM

**State and Federal Purposes and Persons Deemed Eligible for This Subpart Program:**

Under the *Job Training Partnership Act* (JTPA, as it was amended in 1992), the purposes specified for eight percent of both Title IIA and Title IIC monies allotted to the State are to encourage the Governor and the State's Educational Agencies to enter into written agreements for projects that:

- "provide school-to-work transition services of demonstrated effectiveness that increase the rate of graduation from high school, or completion of the recognized equivalent thereof, including services that increase the rate at which school dropouts return to regular or alternative schooling and obtain a high school degree or its equivalent, and which may include, services to support multiyear dropout prevention programs of demonstrated effectiveness;

- "provide literacy and lifelong learning opportunities and services of demonstrated effectiveness that enhance the knowledge and skills of educationally and economically disadvantaged individuals and (that) result in increasing the employment and earnings of such individuals;

- "provide statewide coordinated approaches, including model programs, to train, place, and retain women in nontraditional employment; and

- "facilitate coordination of education and training services for eligible participants (in these three kinds of projects and that result in written agreements between the State Educational Agencies and relevant SDA Administrative Entities to implement those projects and to provide matching monies from sources other than JTPA to match the combined amount of those Titles IIA and IIC monies)."

The Labor Department has ruled:

- that the agreement between the Governor and the State's Educational Agencies is a condition precedent to the agreements between the latter and Service Delivery Area (SDA) Administrative Entities;

- that these particular Titles IIA and IIC monies may be combined and treated as a single subpart account of JTPA monies; and

- that, while the amended Act requires that at least 75% of all participants served in this subpart program be "economically disadvantaged", those individuals may be adults or youths regardless of the relative amounts of Titles IIA and IIC monies that have been contributed to the subpart account.

Since 1986, the State of California has subdivided these "State Education Coordination Grant" (or SECG) monies into three separate subaccounts. Although State legislation still has to be enacted for PY'94 and PY'95, it is anticipated that the agreements between the Governor and the California Department of Education (CDE) and between the Governor and the Chancellor Of California's Community Colleges (COCCC) will continue to reflect those arrangements. Under them:

- 50% of the State's Titles IIA-IIC (8%-SECG) monies would be matched by State General Funds and both would be allocated to SDAs by formula on the condition that all such monies are used to provide basic remedial educational services (and, if representatives of the County Welfare Department and SDA Administrative Entity agree, concurrent occupational training) to recipients of Aid to Families with Dependent Children (AFDC) who are enrolled in the county's "Greater Avenues to Independence" (or GAIN --- California's welfare reform) Program;

- 30% would be incorporated into an RFP issued by the State's Educational Agencies for the three kinds of projects permitted in the amended Act (the CDE issued the RFP for these PY'94-'95 projects several weeks ago and notice of it was issued by the PIC Staff on February 2nd); and

- 20% would be retained by the State's Educational Agencies for their own special projects.

The program design being recommended here is for the 50% of these monies and of an equal amount of State General Funds that must be reserved exclusively for services to AFDC Recipients participating in the GAIN Program of San Francisco's Department of Social Services (SFDSS). Thus, the plan for this subpart program must also be concurrently approved by the General Manager of the SFDSS, who is also a member of the Council.

Because San Francisco's percentage of the State's total AFDC cases has been declining annually and because that is the basis used by the State for allocating both JTPA Titles IIA-IIC (8%-SECG/GAIN) and its General Fund matching monies, the PIC Staff estimates that a combined amount of only about $300,000 of both sets of monies may be allocated to San Francisco for PY'94.

**Recommended Local Purposes (or Goals) and Approved Enrollment Goals for This Subpart Program:**

The Committee recommends that this subpart program be devoted to providing GAIN/JTPA Participants with basic educational and concurrent occupational skills training (as determined by assessments conducted by representatives of the PIC, of the San Francisco Assessment Center, of the SFDSS, and the GAIN/JTPA Participant, himself or herself) and that the SFDSS provide or procure all training-related and supportive services, including the case management for them.

**Recommended Design for this Subpart Program:**

The Committee recommends that a "Request For Proposals" (RFP) containing approximately 80% of these allocated monies and all other Titles IIA and IIC monies be issued immediately to acquire subcontractors that:

- can identify employers with job opportunities meeting the PIC's "quality" criteria for this subpart (with the concurrence of organized labor, where applicable) and can obtain their earliest possible commitments to both their educational and training programs and to the participants in them;

- can provide or (through "on-the-job training" and "individual referral classroom training" subcontracts they develop between the PIC and the provider of those training services) procure specific educational and training services that meet the needs of both the participants and of their prospective employers;

- can provide continuing educational or training opportunities, job development and placement services, or both as is appropriate to all participants; with

- a goal of placing at least 70% of all participants in unsubsidized employment (with annualized starting wages that equal or exceed the net amount of AFDC and related benefits that would be lost), of obtaining "Adult or Youth Employability Enhancements", or both.

The proposed subcontracts being solicited for this subpart program would be primarily "cost-reimbursement" instruments. Among them would be two kinds of subcontracts for "brokering services" to develop subsequent subcontracts, on a "sole source" basis, between the PIC and the provider of training services; these two kinds of subsequently developed subcontracts would be for:

- "on-the-job training" (OJT) subcontracts between the PIC and the OJT employer for individual participants and should have an "SDA-imposed" minimum subsidized hourly wage of $6.00; and

- "individual referral" (IR) subcontracts between the PIC and the provider of classroom educational or training services for individual participants.

Although neither proposed OJT subcontracts nor proposed IR subcontracts would be solicited in the RFP (only the "brokering" subcontracts to develop them would be included in the solicitation):

- OJT subcontracts would be "fixed fee" instruments in which a reimbursement fee, based on no more than half of the wages actually earned by the participant, would be paid to the employer for express purpose of reimbursing it for the "extraordinary costs of recruiting and training the participant"; and

- IR subcontracts could be either "cost reimbursement" instruments or, if the provider qualifies as a "vendor", "commercially available training packages" or "tuition-based instruments".

While both "commercially-available training packages" and "tuition-based instruments" are fixed price instruments, under the "Interim Final Rule" price payments must be based on "unmodified catalogue prices". "Catalogue prices" are seldom, if ever, based on the projected accomplishment of any of the performance criteria specified in section 106 of the amended Act or, more significantly, on accomplishments of combinations of those performance criteria.

## THE JTPA TITLE IIIA (50% DISLOCATED WORKERS' RETRAINING) SUBPART PROGRAM

**Statutory Purpose and Persons Deemed Eligible:**

Under the amended Act, the purposes of this subpart program are to respond to notices issued by employers in compliance with the federal *Workers Adjustment and Retraining Notification Act* ( WARN notices) and, as indicated in those responses or otherwise in the absence of WARN notices, to provide basic readjustment, retraining, or both kinds of services to "dislocated workers".

Persons deemed eligible by the amended Act for services in this subpart program are "dislocated workers" who:

- "have been terminated or laid off or who have received a notice of termination or lay off from employment and who are eligible for or have exhausted their entitlements to unemployment compensation and are unlikely to return to their previous industry or occupation;

- "have been terminated or have received a notice of termination of employment, as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise;

- "are long-term unemployed and have limited opportunities for employment or reemployment in the same or a similar occupation in the area in which such individuals reside, including older individuals who may have substantial barriers to employment by reason of age;

- "were self-employed (including farmers and ranchers) and are unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters, subject to regulations prescribed by the Secretary; or

- "are displaced homemakers who have been providing unpaid services to family members in the home and have been dependent on:
  - "public assistance and whose youngest child is within two years of losing eligibility (for AFDC benefits); or
  - "on the income of another family member but is no longer supported by that income; and

  "is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment" .

However, the Labor Department has ruled that "displaced homemakers" are eligible for services in this subpart program only if the Governor determines that services to the four preceding groups of eligible persons would not be "adversely affected" by such a determination. The Governor, it is believed, has never made such a determination.

**Recommended Plan for this Subpart Program:**

All of the PIC's and of the State's current PY'93 JTPA Title IIIA monies are obligated for basic readjustment and retraining services being provided to dislocated workers in the first two eligibility groups. While the PIC is still able to respond to additional WARN notices that might be issued in the remaining months of PY'93, it does not have any unobligated JTPA Title IIIA monies that could be committed to the provision of either basic readjustment or retraining services for additional dislocated workers:

- unless the number of potentially-affected workers and the urgency for providing services to them would both be significant enough nationally to warrant an application for some of the JTPA Title IIIB monies in the Secretary's Reserve (with a minimum of two months from the date of application to the date of subgrant approval); or

- unless some of the PIC's current PY'93 monies obligated for services in long-term retraining programs to be provided in PY'94 are deobligated (with the expectation that they would be immediately replaced with monies expected to be allocated in PY'94).

Despite the difficulty in estimating precisely what portion of current long-term retraining program services will be provided on and after the end of PY'93 and of precisely estimating their costs, the Committee recommends that the second of these two alternative strategies be approved. This would effectively reduce the JTPA Title IIIA monies that would be available in PY'94 by an unknown amount.

If circumstances arise under the first of these two alternative strategies in the remaining months of PY'93, the Committee recommends that it be authorized:

- to prepare and submit applications for JTPA Title IIIB monies from the Secretary's Reserve, if needed before the end of PY'93; or

- to prepare and submit pre-emptive applications for some of the State's PY'94 JTPA Title IIIA monies, if not needed until on or after the beginning date of PY'94 and if all of the other JTPA Title IIIA monies that will be allocated to San Francisco in PY'94 will already obligated by that date.

On February 11th of this year, the PIC Staff submitted an application for $900,000 of additional JTPA Title IIIB monies for Army personnel expected to be dislocated at the Presidio before it is transferred to the National Park Service in September of this year. Ratification of this action is requested.

Sometime in the near future, representatives of the PIC will begin meeting with representatives of the Treasure Island Naval Station Command to begin assessing the need for a Title IIIA or IIIB Basic Readjustment and Retraining Subgrant for its personnel who will be dislocated on or before the scheduled closure of that military installation in September of 1997. Council approval is requested.

If, at any time on or after the beginning of PY'94, it becomes apparent that:

- there are still unobligated JTPA Title IIIA monies that have been allocated; and

- there is no current demand for services from persons in either of the first two groups of eligible individuals;

The Committee recommends that PIC Staff be authorized:

- to develop and provide basic readjustment and retraining services for persons in the last two groups of eligible individuals (which includes many of San Francisco's homeless individuals); and

- to develop, in close consultation with representatives of the San Francisco Assessment Center [currently being financed by the State with JTPA Title IIA (8%-SECG) monies under a PIC Subcontract with the City College of San Francisco], the Committee and the Council, a "One Stop Career Center" for both "economically disadvantaged individuals" and "dislocated workers" as contemplated for only the latter under the Administration's proposed "Workforce Security Act".

Because of the unique circumstances surrounding this subpart program (i.e., the immediate and unpredictable demand for its services, the wide variety of unique and specific services that will be demanded and needed by applicants for services in this subpart program, and the contingent availabilities of additional State and National monies), the PIC has been acquiring and it is recommended that it continue to acquire subcontracts for retraining services on an "individual referral" basis using either "cost-reimbursement" instruments, "commercially available training packages", or "tuition-based agreements", as permitted in the amended Act.

Under the "Interim Final Rule" interpreting the amended Act, "individual referral" subcontracts may be procured on a "sole source" basis and "commercially available training packages" and "tuition-based agreements" must be procured, without modification, from the training providers' catalogues.

The Committee recommends that the PIC Staff be authorized to continue procuring "individual referral" subcontracts for "Dislocated Workers" on these bases. If approved, there would be no annual or biennial procurement of class-sized subcontracts such as are being recommended for some or all of the JTPA Titles IIA, IIB, and IIC Subpart Programs.

Because the specifications for these retraining subcontracts vary so widely and because they are customized for each individual "dislocated worker" to be served, it is not possible to summarize the criteria by which they would be selected.

cc: Members, Planning Committee
Mayor's, PIC, and SFDSS Staffs
All PIC Subcontractors
Pam David, MOCD
Jaqui Sikoryak, EDD/JTPD

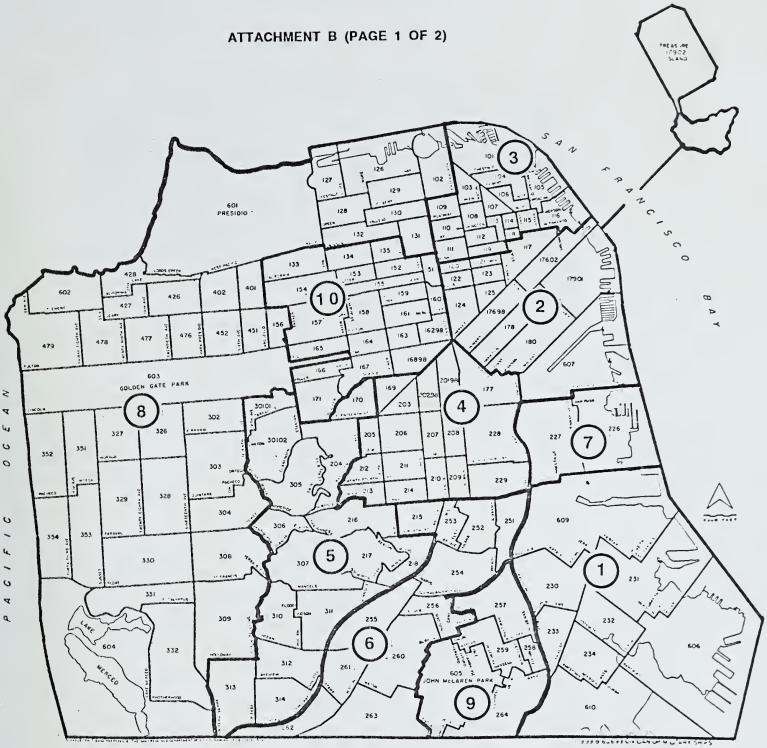
Attachments

## ENROLLMENT GOALS FOR SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

| SIGNI-FICANT SEGMENTS (A) | 1990 CENSUS TOT. POP. (B) | EDD/LMID'S ESTIMATED TITLE II ELIGIBLES | | | | | PIC'S APPROVED ENROLLMENT GOALS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | ELIGIBLES AGES 14-15 (C) | ELIGIBLES AGES 16-21 (D) | ELIGIBLES AGES 16+ (E) | ELIGIBLES AGES 22-72 (F) | ELIGIBLES AGES 55+ (G) | TITLE IIA (77%) (F') | TITLE IIA (5%-OIP) (G') | TITLE IIB (SYETP) (C') | TITLE IIC (82%) (D') |
| Total Number | 723,959 | 10,878 | 7,897 | 78,169 | 64,024 | NA | TBD | TBD | TBD | TBD |
| Universe | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100% | 100% | 100% | 100% |
| Females | 49.9% | 48.2% | 48.2% | 53.7% | 52.4% | 62.6% | 52% | 63% | 48% | 48% |
| Males | 50.1% | 51.8% | 51.8% | 46.3% | 47.6% | 37.4% | 48% | 37% | 52% | 52% |
| Ages, 14-15 | 1.6% | 100.0% | 0% | 0% | 0% | 0% | 0% | 0% | 39% | 0% |
| Ages, 16-21 | 6.8% | 0% | 100.0% | 10.1% | 0% | 0% | 0% | 0% | 61% | 100% |
| Ages, 22-54 | 55.6% | 0% | 0% | NA | NA | NA | 91% | 0% | 0% | 0% |
| Ages, 55+ | 23.3% | 0% | 0% | NA | --- | 100.0% | 9% | 100% | 0% | 0% |
| AmInd(NH) | 0.4% | 0.2% | 0.6% | 0.6% | 0.7% | 0.3% | 1% | 0% | 1% | 1% |
| Asian+PacIsInd | 28.4% | 35.8% | 32.3% | 27.6% | 26.7% | 34.0% | 39% | 49% | 37% | 36% |
| *[Asian-Indian] | [0.4%] | [NA] | [NA] | [NA] | [NA] | [NA] | [1%] | [1%] | [1%] | [1%] |
| *[Chinese] | [17.6%] | [NA] | [NA] | [NA] | [NA] | [NA] | [24%] | [30%] | [23%] | [22%] |
| *[Cambodian] | [0.2%] | [NA] | [NA] | [NA] | [NA] | [NA] | [0%] | [0%] | [0%] | [0%] |
| *[Filipino] | [5.9%] | [NA] | [NA] | [NA] | [NA] | [NA] | [8%] | [10%] | [8%] | [8%] |
| *[Hawaiian] | [0.1%] | [NA] | [NA] | [NA] | [NA] | [NA] | [0%] | [0%] | [0%] | [0%] |
| *[Japanese] | [1.7%] | [NA] | [NA] | [NA] | [NA] | [NA] | [2%] | [3%] | [2%] | [2%] |
| *[Korean] | [0.9%] | [NA] | [NA] | [NA] | [NA] | [NA] | [1%] | [2%] | [1%] | [1%] |
| *[Samoan] | [0.3%] | [NA] | [NA] | [NA] | [NA] | [NA] | [1%] | [1%] | [0%] | [0%] |
| *[Vietnamese] | [1.3%] | [NA] | [NA] | [NA] | [NA] | [NA] | [2%] | [2%] | [2%] | [2%] |
| Blacks (NH) | 10.5% | 30.0% | 23.3% | 17.6% | 17.6% | 15.9% | 28% | 28% | 33% | 30% |
| Hispanic(NAPI) | 13.9% | 19.2% | 22.3% | 15.3% | 15.8% | 11.0% | 23% | 16% | 24% | 24% |
| Whites (NH) | 46.6% | 14.4% | 21.1% | 37.9% | 38.9% | 38.7% | 9% | 7% | 5% | 8% |
| Others (NH) | 0.2% | 0.4% | 0.4% | 0.3% | 0.3% | 0.1% | 0% | 0% | 0% | 1% |
| Pub. Asst. Rec. | NA | NA | NA | NA | NA | NA | 30% | 20% | 45% | 30% |
| *[AFDC Recip.] | [NA] | NA | NA | [NA] | [NA] | [NA] | [18%] | [3%] | [40%] | [18%] |
| *[SSI Recip.] | [NA] | NA | NA | [NA] | [NA] | [NA] | [1%] | [1%] | [1%] | [1%] |
| *[GA/RCA Rec.] | [NA] | NA | NA | [NA] | [NA] | [NA] | [7%] | [7%] | 1%] | [7%] |
| Food Stmp Rec. | NA | NA | NA | NA | NA | NA | 10% | 10% | 10% | 10% |
| Disabled | NA | NA | NA | NA | NA | NA | 10% | 5% | 10% | 10% |
| Homeless | NA | NA | NA | NA | NA | NA | 5% | 5% | 5% | 5% |
| HTS Adults | NA | --- | --- | NA | NA | NA | 80% | 65% | --- | --- |
| HTS Youths | NA | NA | NA | NA | --- | --- | --- | --- | 80% | 80% |
| *[Sch. Drpouts] | NA | [NA] | [NA] | [NA] | [NA] | [NA] | NA | NA | [20%] | [75%] |
| Lim. Eng. Prof. | NA | NA | NA | NA | NA | NA | 30% | 30% | 10% | 30% |
| Veterans | NA | NA | NA | NA | NA | NA | 9% | 14% | 0% | 2% |

**LEGEND:** "TBD" means "To Be Determined", "NA" means that the data are "Not Available" (but that, if they were, they would be relevant), "---" means that the data are neither available nor relevant. Please refer to the attached explanations and rationales, and "HTS" means "Hard To Serve" as defined in sections 203 (b) and 263 (b) and (d) of the amended Act.

ATTACHMENT B (PAGE 1 OF 2)




1990 CENSUS TRACTS

## PROPOSED REVISIONS FOR THE SYETP 1994-1995

| Area | 1980 | 1990 | Difference |
|---|---|---|---|
| Citywide-Severely Disabled | NA | 0.03000 | 0.03000 |
| Citywide-Public Schools | 0.35000 | 0.34250 | -0.00750 |
| Citywide-Nonpublic Schools | 0.05000 | 0.04750 | -0.00250 |
| Bayview Hunters Point | 0.06163 | 0.05755 | -0.00408 |
| Central City | 0.04036 | 0.05613 | 0.01577 |
| Chinatown/North Beach | 0.06538 | 0.04237 | -0.02301 |
| Mission | 0.09456 | 0.10301 | 0.00845 |
| Oceanview/Merced/Ingleside | 0.04036 | 0.03099 | -0.00937 |
| Outer Mission | 0.04774 | 0.04232 | -0.00542 |
| Potrero Hill | 0.04036 | 0.01413 | -0.02623 |
| Richmond/Sunset | 0.04885 | 0.11594 | 0.06709 |
| Visitacion Valley | 0.04036 | 0.03556 | -0.00480 |
| Western Addition/Haight Ashbury | 0.12040 | 0.08200 | -0.03840 |
| Totals | 1.00000 | 1.00000 | 0.00000 |

No percentage had been assigned to the citywide-severely disabled category, although it averaged approximately 2.8%. Staff is recommending citywide-severely disabled at 3% and it be included as one of the categories for the work experience portion of the SYETP funds.

## PLANNING ESTIMATES FOR SYETP 1994-1995

| | |
|---|---|
| 1994 Estimated Allocation | $3,510,982 |
| Less 11.04% PIC Administration | $387,656 |
| Subtotal | $3,123,326 |
| Plus PY'93 Carry-in | $42,889 |
| Subtotal | $3,166,215 |
| Less Cost for CTBS Scores & Work Permits | $8,150 |
| Less 7.0% Intake & Certification | $221,635 |
| Less 4.5% Program Compliance Specialists | $143,330 |
| Less STEP V *Includes wages* | $200,000 |
| Total Available For Program Activities | $2,593,100 |

| WORK EXPERIENCE | Percent | Total $ | Program $ | Admin. $ | Slot Level |
|---|---|---|---|---|---|
| Severely Disabled | 0.03000 | $75,600 | $71,820 | $3,780 | 56 |
| Citywide-Public Schools | 0.33128 | $832,000 | $790,400 | $41,600 | 832 |
| Citywide-Private Schools | 0.04750 | $119,000 | $113,050 | $5,950 | 119 |
| Bayview/Hunters Point | 0.05754 | $144,000 | $136,800 | $7,200 | 144 |
| Central City | 0.05613 | $141,000 | $133,950 | $7,050 | 141 |
| Chinatown/North Beach | 0.04237 | $103,000 | $97,850 | $5,150 | 103 |
| Mission | 0.10301 | $258,000 | $245,100 | $12,900 | 258 |
| Oceanview/Merced/Ingleside | 0.03099 | $78,000 | $74,100 | $3,900 | 78 |
| Outer Mission | 0.04232 | $106,000 | $100,700 | $5,300 | 106 |
| Potrero Hill | 0.02535 | $65,000 | $61,750 | $3,250 | 65 |
| Richmond/Sunset | 0.11594 | $291,000 | $276,450 | $14,550 | 291 |
| Visitacion Valley | 0.03556 | $89,000 | $84,550 | $4,450 | 89 |
| West.Addition/Haight Ashbury | 0.08201 | $206,000 | $195,700 | $10,300 | 206 |
| Work Experience Totals | 1.00000 | $2,507,600 | $2,382,220 | $125,380 | 2,488 |

| NON-WORK EXPERIENCE | | Total $ | Program $ | Admin. $ | Slot Level |
|---|---|---|---|---|---|
| In School Ed. Component | *Includes wages* | $60,000 | $57,000 | $3,000 | *100* |
| Older Youth Ed. Component | *Includes wages* | $25,500 | $24,225 | $1,275 | 20 |
| **PROGRAM GRAND TOTALS** | | $2,593,100 | $2,463,445 | $129,655 | 2,508 |

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a SPECIAL PUBLIC MEETING**

**of the**

**PRIVATE INDUSTRY COUNCIL**



*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than Friday, February 25th*

| | |
|---|---|
| DATE: | Tuesday, March 1st, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

*This meeting is in lieu of the previously scheduled March 8th Council meeting.*

*Under recent revisions of the Brown Act, absent Council members may no longer be asked to vote by telephone or mail on action items once a meeting has been conducted. It is vital, therefore, that there be a quorum of members at each meeting so that action items may be acted upon.*

**Council Retreat Briefing**

| | |
|---|---|
| DATE: | Tuesday, March 1st, 1994 |
| TIME: | 2:00 – 3:00 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

*A briefing on the Council's January 27th Retreat will be offered to Council members before the meeting*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued February 17, 1994*

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853

**PRIVATE INDUSTRY COUNCIL**

***Meeting Agenda***

***March 1st, 1994***

1. Public testimony on agenda items * *

2. Approval of minutes of January 11th, 1994 meeting (enclosed) *

3. Chairman's report — John Dewes
   a. Council member retreat
   b. Board of Directors' January 27th meeting
   c. Nominating Committee

4. Committee reports
   a. Planning Committee — Gary Fitschen
      1. Recommendations for Program Design of 1994 SYETP *
      2. Recommendations for Program Design of 1994 JTPA Titles IIA, IIC & III *
   b. Refugee Committee — Jack Fitzpatrick
   c. Summer Jobs Program — Billy Ray

5. Staff reports
   a. Legislation update — Ray Holland
   b. Upcoming national conference of professionals, The Partnership for Training & Employment Careers, April 10-13, 1994

6. President's report
   a. Youth Fair Chance proposal to serve Visitacion Valley
   b. Proposal to revise By-laws at the Council's April 12th meeting to reflect changes in Brown Act (to be mailed)

7. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MINUTES**

for a meeting
of the Private Industry Council of San Francisco
*March 1, 1994*



**Members present:** Chairman John Dewes, Mr. Brian Cahill, Mr. John Cammidge, Mr. Gary Fitschen, Ms. Vanessa Johnson, Ms. Leslie Luttgens, Mr. Maurice Miller, Mr. Stan Moy, Mr. Billy Ray, Dr. Kent Sims, Mr. Lee Soto, Ms. Barbara Thompson and Mr. Craig Wolfson

**Staff present:** President Eunice Elton, Ms. Brenda Brown, Ms. Joyce Crum, Ms. Winna Davis, Mr. Eking Estioko, Ms. Karen Hart, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega and Ms. Clara Wong

**Public present:** Mr. Ricardo Alva, Ms. Elizabeth Baham, Ms. Joyce Cho, Ms. Carla Din, Mr. Angel Dominguez, Ms. Shaneen Johnson, Mr. John Scott, Ms. Linda Shih, Mr. Gary Quizon and Mr. Peter Vigil

The meeting began one member short of a quorum, and action items were postponed.

**Public testimony on agenda items**
Ms. Carla Din, executive director of Community Educational Services, presented a letter of protest regarding the Planning Committee's proposed reduction of Summer Youth Employment and Training Program slot levels for youth from the Chinatown-North Beach area.

**Chairman's report**

**Council member retreat**
Mr. Dewes said the Council's January 27th retreat was "very useful and valuable". He noted Dr. Sims had a suggestion that the PIC establish a "first-stop career center" providing people with essential information on programs offered by the PIC, Employment Development Department, community based organizations, and others. Mr. Dewes suggested adding this as a fifth component of the Action Plans outlined on page 9 of the retreat planning document.

A quorum was achieved with the arrival of Mr. Cahill.

**Adoption of the agenda**
The agenda was approved by acclamation.

**Approval of minutes from the January 11th meeting**
A motion to approve the minutes of the January 11th meeting was seconded and approved.

**Chairman's report (cont.)**

**Adoption of Action Plans from the retreat**
A motion by Dr. Sims to adopt the Action Plans developed at the retreat, as amended by Mr. Dewes, was seconded and unanimously adopted as a "guidance" document for the Council.

**Board of Directors' January 27th meeting**
At the Board's January 27th meeting, items heard at the Council's January 11th meeting, which lacked a quorum, were considered and adopted as a whole, Mr. Dewes reported.

**Nominating Committee**
With the Nominating Committee lacking a chairperson, Mr. Dewes said he has referred to the Mayor six nominations to fill the Council's four vacancies. Mr. Dewes announced that Mr. Moy has tendered his resignation from the Council and the Board, to become effective when a replacement has been found.

**Summer Jobs Committee**
Mr. Dewes noted that the efforts of the Council's Summer Jobs Committee will be expand to year-around, and renamed the Jobs For Youth Committee. The Committee will seek greater private sector support, he said, while coordinating with other activities and CBOs. Mr. Ray has indicated he feels he has a conflict of interest in chairing the Committee, and Mr. Dewes asked Council members interested in leading the Committee to talk with him.

**Ad hoc committees**
Two ad hoc committees were established at the Council's January 27th retreat, Mr. Dewes said: one for funding, the other for public relations. Ms. Thompson is chairing the Public Relations Committee, and working with her are Mr. Cammidge, Ms. Johnson, Mr. Randolph and Mr. Nethercut of PIC staff. The Funding Committee is in need of members, and they may be other than Council members.

**Committee reports**

**Planning Committee**
Mr. Fitschen referred members to his February 22nd memorandum on the recommended design of San Francisco's Program Year 1994-95 Job Training Plan. The amount of Title IIB-SYETP funds has been revised downward to $2.4 million, he noted. Mr. Fitschen proposed that recommendations for Title IIB be considered and voted upon separately from the other titles.

A motion to approve the Planning Committee's recommendations for the design of all parts of San Francisco's PY'94-'95 Job Training Plan except Title IIB was seconded by Ms. Thompson and unanimously approved by the Council.

Mr. Fitschen turned to the plan Title IIB programs. Because the revised JTPA regulations forbid the payment of bonuses, the Committee recommended that the youth receive wages for participating in the SYETP educational component. This will result in a small reduction in the number of youth being served by the SYETP as funds will be diverted to cover wages. Ms. Elton noted that participants in STEP already receive wages.

Mrs. Luttgens made a motion to adopt the Planning Committee's recommendation that youth be paid for participating in the SYETP educational component. The motion was seconded by Dr. Sims and approved by the Council.

The Title IIB Plan includes a reallocation of slot levels for youth from different San Francisco neighborhoods, Mr. Fitschen said, based primarily upon changing demographics in those neighborhoods as shown by the 1990 Census. Miss Elton noted that CES staff missed the Planning Committee meeting at which the levels were set due to a communications error between the PIC and CES. Representatives from two neighborhood organizations who did attend presented a case to Committee members for adjusting their slot levels based upon criteria other than the Census data, and levels were subsequently adjusted for one.

Ms. Brown noted that many of the reallocated slots came from the San Francisco Unified School District, and Ms. Thompson observed that other neighborhood areas received substantially deeper cuts in slot levels than Chinatown-North Beach. Mr. Miller observed that reliance solely upon Census data could be inadequate since it does not take into account other "environmental factors"

which neighborhood organizations are familiar with and could present to the Committee.

Dr. Sims' motion, seconded by Ms. Thompson, to adopt the Planning Committee's recommendations for the Title IIB portion of San Francisco's Job Training Plan, was amended by Mr. Dewes, instructing staff to compute for the Committee, using only demographic data from the 1990 Census, the number of slots available to each neighborhood; the Planning Committee could use this information to consider appeals for adjustments when the Title IIB Request for Proposals are reviewed later in the month. The motion passed unanimously.

Mr. Fitschen said he was uncomfortable adjusting slot levels based solely upon objections by neighborhood organizations, but there was no response to his request that some other criteria for adjustments be developed.

**Refugee Committee**
Miss Elton noted that no action was taken at a recent Refugee Committee meeting, and that the Committee will meet again soon.

**Summer Jobs Committee**
At a January 18th retreat held by the Chamber of Commerce, it was agreed that the Summer Jobs Program would continue to operate independently while the Jobs For Youth Committee refines its goals, Mr. Ray reported. He distributed minutes from a subcommittee's February 8th meeting recommending the Program refine its applicant intake process and suggesting ways to coordinate with other CBOs. KPIX-TV is meeting with the Committee to discuss ways in which it can support the Program.

**Staff reports**

**Legislation**
Mr. Holland said that an "ambitious" bill to provide "one-stop" employment and training services had been introduced in Congress. Alternatives to JTPA youth training programs are also being considered by the Clinton administration.

**President's report**

**Amendments to the Bylaws**
Miss Elton asked members to review proposed amendments to the Council's Bylaws, which were distributed at the meting and are to be considered for adoption at the April 11th meeting. The amendments include a reorganization of some sections, and bring the Bylaws into compliance with the Brown Act.

**Youth Fair Chance proposal**
Miss Elton said she is working with a variety of groups and agencies in San Francisco to develop a Youth Fair Chance proposal for possible funding by the Department of Labor. The plan would provide intensive employment and training services to residents of the Visitacion Valley, an area which includes two public housing projects and where the unemployment rate is 18%.

Mr. Cahill discussed the importance of collaborative efforts between programs and agencies serving common clients. In San Francisco, he noted, over $1 billion is spent on programs serving youth such as the public schools, child care, welfare and many other activities, yet, until very recently, there there have been few efforts at coordination or strategic planning.

**Public testimony on non-agenda items**
There was no public testimony on non-agenda items.

The meeting was adjourned at 4:40 P.M.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than Friday, April 8th*

| | |
|---|---|
| DATE: | Tuesday, April 12th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

*Under recent revisions of the Brown Act, absent Council members may no longer be asked to vote by telephone or mail on action items once a meeting has been conducted. It is vital, therefore, that there be a quorum of members at each meeting so that action items may be acted upon.*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued March 29, 1994*

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853
FAX (415) 621-0793 • TDD (415) 621-3832

## Agenda

## PRIVATE INDUSTRY COUNCIL MEETING

***April 12th, 1994***

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes of March 1st meeting (enclosed) *

4. Chairman's report — John Dewes
   a. Nominations for Council membership sent to the Mayor
   b. Board of Supervisors' action regarding PIC membership

5. Revision of PIC Bylaws (previously distributed) *

6. Committee reports
   a. Planning Committee's JTPA recommendations — Gary Fitschen
      1. Title IIB SYETP contractors & program design *
      2. Title IIA Basic contractors & program design *
      3. Title IIC Basic contractors & program design *
      4. Title IIA Older Workers funds contractors & program design *
      5. Title IIA Incentive funds contractors & program design *
      6. Title IIA SECG funds contractors & program design *
   b. Public Relations Ad Hoc Committee — Barbara Thompson
   c. Presidio Labor/Management Committee — Kent Sims
   d. Summer Jobs Program — Billy Ray

7. Staff reports
   a. STEP for the coming year — Joyce Crum
   b. San Diego meeting & Assistant Secretary of Labor's participation — Ray Holland
   c. Base closures — Brenda Brown *

8. President's report
   a. PIC/EDD cooperative agreement *
   b. Mini-STEP for coming year *
   c. Youth Fair Chance proposal to serve Visitacion Valley *
   d. City's Enterprise Community proposal

9. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**



*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than Friday, April 8th*

| | |
|---|---|
| DATE: | Tuesday, April 12th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Revised agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

*Under recent revisions of the Brown Act, absent Council members may no longer be asked to vote by telephone or mail on action items once a meeting has been conducted. It is vital, therefore, that there be a quorum of members at each meeting so that action items may be acted upon.*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832*

*Issued March 31, 1994*

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853
FAX (415) 621-0793 • TDD (415) 621-3832

Revised Agenda

# PRIVATE INDUSTRY COUNCIL MEETING

*April 12th, 1994*

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes of March 1st meeting (enclosed) *

4. Chairman's report — John Dewes
   a. Nominations for Council membership sent to the Mayor
   b. Board of Supervisors' action regarding PIC membership

5. Revision of PIC Bylaws (previously distributed) *

6. Committee reports
   a. Planning Committee's JTPA recommendations — Gary Fitschen
      1. Title IIB SYETP contractors & program design *
      2. Title IIA Basic contractors & program design *
      3. Title IIC Basic contractors & program design *
      4. Title IIA Older Workers funds contractors & program design *
      5. Title IIA Incentive funds contractors & program design *
      6. Title IIA SECG funds contractors & program design *
   b. Public Relations Ad Hoc Committee — Barbara Thompson
   c. Presidio Labor/Management Committee — Kent Sims
   d. Summer Jobs Program — Billy Ray

7. Staff reports
   a. STEP for the coming year — Joyce Crum
   b. San Diego meeting & Assistant Secretary of Labor's participation — Ray Holland
   c. Base closures — Brenda Brown *

8. President's report
   a. PIC/EDD cooperative agreement (enclosed) *
   b. Mini-STEP for coming year *
   c. Summer Children's Fund proposals *
   d. Youth Fair Chance proposal to serve Visitacion Valley *
   e. California Department of Education proposals for JTPA Title IIA/C-8% programs *
   f. California Department of Education request for help in liquidating a subcontractor's disallowance *
   g. City's Enterprise Community proposal

9. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS
MAYOR'S STAFF

**DATE:** MARCH 31, 1994

**FROM:** GARY FITSCHEN, CHAIRMAN, PLANNING COMMITTEE

**SUBJECT:** PLANNING COMMITTEE RECOMMENDATIONS FOR THE 1994 JTPA TITLE IIB - SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM (SYETP).

**PRESENT:**
Gary Fitschen, Brent Andrew, Jim Kennedy, Wayne Lawrence, Barbara Thompson, Athena Tsougarakis.

At this morning's meeting, the Planning Committee reviewed the PIC staff recommendations for the Summer Youth Employment and Training Program (SYETP). Representatives of the proponents were given the opportunity to discuss their individual proposals and respond to questions from members of the Planning Committee.

Siaki Lealaimatafao representing the Office of Samoan Affairs as well as other representatives from the Samoan community expressed their concerns that the past summer programs have tried but have not succeeded in serving this community which is located throughout the City. Several comments were made by both members of the Committee and the other proponents present on how to better serve the Samoan youth.

Carla Din, Executive Director of Community Educational Services (CES) stated her concern about the use of the 1990 Census data as the basis for allocating the summer funds. She distributed a written sheet (green sheet) which cited various sources which demonstrate that the need in the Chinatown North Beach area is greater than what is reflected in the 1990 Census data. The sheet also included proposals for the Planning Committee to consider.

It was moved by Athena Tsougarakis and seconded by Barbara Thompson to approve staff recommendations and requested to staff to see that agencies proposing to serve Pacific Islanders make the appropriate outreach to meet their goals. The motion passed with three ayes, two nays, and no abstentions.

cc: PIC Staff
Jaqui Sikorayak, JTPD
Kent Sims, Redevelopment Agency
SYETP Proponents

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FAX (415) 621-0793 • TDD (415) 621-3832

Community Educational Services

CES



80 Fresno Street
San Francisco
California
94133
415.982.0615

Date: March 30, 1994

To: PIC Planning Committee
Eunice Elton & PIC Staff

Fr: Carla Din, Executive Director

Re: Reallocation of SYETP Slots

**Problems with Allocation of Slots:**

- Agencies with history of high turnaways and great need were cut back from status quo slot level;
- The 1990 Census underrepresents populations including immigrants who had never participated in such a survey and therefore didn't respond;
- The 1990 Census was not readjusted for accuracy;
- Detailed census information and other relevant criteria may not have been used.
- Inconsistent and non objective method of allocating slots may have been used from agency to agency.

**Socio-Economic Factors Contributing to Problems Effecting Youth in the Chinatown/North Beach Area:**

- Population Density- The Chinatown/ North Beach community has one of the highest population densities in the United States.

- Low Income Level- In the zip code 94108, the median annual household income is among the lowest in the city ($10,603 - $14,911).

- Number of Uninsured- According to the 1990 Census, the Chinatown/ North Beach area had the highest rate of uninsured hospital deliveries in San Francisco (13%).

- Limited Resources- 94108 zip code has one of the greatest concentrations of persons receiving aid from the Department of Social Services.

- Limited Resources- the free lunch rate of the children attending the four elementary schools in the neighborhood ranges from 69% to 82%.

- Public Housing- North Beach Place, located near the Warf on Bay St. is often forgotten as housing many impoverished Asians and African Americans.

**Recommendation**

- Begin with status quo slot level from 1993;
- Increase from status quo level using 1990 Census + adjustments drawn from other information sources;
- Factor in additional socio-economic indicators such as public housing, density, turnaway statistics, poverty level, limited English proficiency level, and crime level;
- Maintain consistency in allocating slots from agency to agency.

# PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

## MEMORANDUM

**TO:** COUNCIL MEMBERS
KENT SIMS, MAYOR'S STAFF

**DATE:** APRIL 5, 1994

**FROM:** GARY FITSCHEN, CHAIRMAN, PLANNING COMMITTEE

**SUBJECT:** PLANNING COMMITTEE RECOMMENDATIONS FOR THE JTPA TITLE IIA-IIC SUBPARTS FOR PROGRAM YEAR '94 & '95.

PRESENT:
Gary Fitschen, Brent Andrew, Jim Kennedy, Wayne Lawrence, Craig Martin, Dan McGrue, Athena Tsougarakis.

At yesterday's meeting, the Planning Committee reviewed the PIC staff recommendations for the JTPA Title IIA/C subparts for Program Year (PY) '94 and '95. The meeting began shortly after 1:00 p.m. and did not adjourn until 4:45 p.m. during which time representatives of the proponents were given the opportunity to discuss their individual proposals and respond to questions from members of the Planning Committee.

Attached to this memo are the recommendations for the five subparts of JTPA Title IIA/C. Each contains a brief recap of the "revenue and expense" for the current PY'93 and the upcoming PY'94. These "strategic budgets" show the setasides for several major cost items such as Supportive Services (childcare, transportation) and PIC administration. After these setasides are made, the balance of the funds is recommended as obligations for cost reimbursement proposals/subcontracts, including also fixed unit price setasides for On-the-Job Training (OJT) as reimbursement for the extraordinary training costs to an employer and Individual Referral (IR) to pay for the tuition and related expenses for a participant to attend an accredited training program.

The Committee proceeded to discuss each of the subparts separately starting with the Older Individual Program (Title IIA OIP-5%) recommendations. Staff reported that starting July 1st of this year, performance standards similar to those used for Titles IIA Adult and IIC Youth programs would also apply to the OIP.

After significant input and comments from representatives for various proponents, it was moved by Athena Tsougarakis and seconded by Brent Andrew to accept staff recommendations. The motion passed with five ayes, no nays, and one abstention by Jim Kennedy.

With respect to the Title IIA Incentive Program known as the Joseph S. Bailey program, it was moved by Athena Tsougarakis and seconded by Wayne Lawrence to accept staff recommendations. The motion passed with four ayes, one nay and one abstention by Jim Kennedy.

It was moved by Brent Andrew and seconded by Athena Tsougarakis to accept staff recommendations for the State Education Coordinating Grant (SECG-8%) program funds. The motion passed with five ayes, no nays, and one abstention by Jim Kennedy.

For both the Title IIA (77%) adult and Title IIC (82%) youth programs staff pointed out that the amounts for the OJT setaside and the Individual Referral setaside were "lean" and may need to be supplemented with additional funds, possibly from unspent funds from this year's program once the amount of unspent monies is known some time after June 30th.

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Staff mentioned that the amount of unspent funds is likely to be less than in previous years because this is the first year that all of the JTPA subcontractors are operating under a cost reimbursement subcontract as opposed to previous years when they were under fixed unit price subcontracts.

Several comments and issues were raised by representatives of the proponents. They were discussed among the Committee members and staff.

It was moved by Wayne Lawrence and seconded by Athena Tsougarakis to accept staff recommendations for the Title IIA Adult programs and to place Jewish Vocational Service proposal #32, Third Baptist Church proposal #53, and Northern California Service League proposal #16, on a priority list for funding should additional monies become available. The motion passed with four ayes, no nays, and one abstention by Jim Kennedy.

For the Title IIC (82%) youth programs, it was moved by Athena Tsougarakis and seconded by Craig Martin to accept staff recommendations and to place Charity Cultural Service proposal #49, on a priority list for funding should additional monies become available. The motion passed with four ayes, no nays, and one abstention by Jim Kennedy.

cc: PIC Staff
Jaqui Sikoryak, JTPD
Proponents

# JTPA TITLE II-A (77%) BASIC ADULT

| REVENUE & EXPENSE | PY'93 | PY'94 |
|---|---|---|
| JTPA II-A (77%) Formula Allocation | 1,969,842 | 2,365,506 |
| Prior Year's (78%) Surplus Redistribution | 204,625 | ?? |
| **Total Revenue** | **2,174,467** | **2,365,506** |
| Cost Reimbursment Obligations (see below) | 1,521,606 | 1,666,838 |
| Training Related: PIC Certification, etc. | 78,192 | 100,000 |
| Training Related: Public Media (Journal) | 25,000 | 22,682 |
| Supp. Service: Child Care, Transportation | 220,929 | 225,000 |
| Administration: Private Industry Council | 328,740 | 350,986 |
| **Total Expense** | **2,174,467** | **2,365,506** |

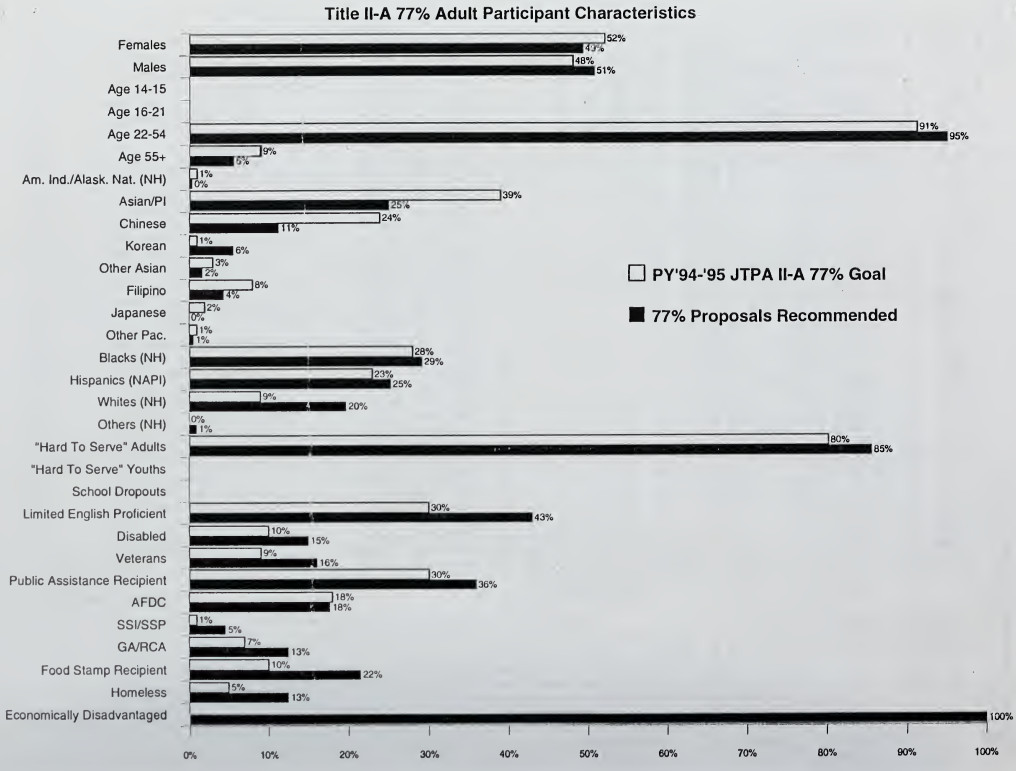
77% Adult

## PROPOSAL SUMMARY

| Proposed Training Technology | Prop. No. | Proponent | Proposed Dollar Request | Pos. Term. Cost | Pos. Term. Rate | A [10] | B [10] | C [20] | D [25] | E [25] | F [10] | Total Point Score | PY'93 Current Year Subcontract $ Amount | PY'94 Recommended $ Total | Enrollments & Positive Terminations | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IR | #41a | Career Resources Dev. Center | 96,001 | 1,346 | 95% | 10 | 10 | 12 | 22 | 20 | 9 | 83 | | 13,464 | 11 | 10 |
| IR | #62 | Bay Area Urban League | 39,874 | 3,323 | 80% | 7 | 0 | 12 | 20 | 18 | 6 | 63 | | 33,230 | 13 | 10 |
| IR | #56c | Mission Lang. & Voc. School | 124,204 | 7,667 | 90% | 0 | 7 | 12 | 10 | 20 | 6 | 55 | | | | |
| IR | #32 | Jewish Vocational Service * | 61,796 | 2,131 | 85% | 9 | 3 | 0 | 14 | 17 | 7 | 50 | | | | |
| IR | #38 | Lane & Associates | 333,207 | 3,702 | 90% | 6 | 7 | 0 | 15 | 15 | 5 | 48 | | | | |
| *Setaside* | | *(Associated IR Pool Costs)* | | | | | | | | | | | | 110,000 | | |
| OCT | #21a | Chinatown Amer. Cooks School | 83,200 | 3,200 | 100% | 7 | 10 | 15 | 18 | 14 | 8 | 72 | 59,946 | 83,200 | 26 | 26 |
| OCT | #14a | S. F. Vocational Services | 91,845 | 4,834 | 70% | 5 | 0 | 12 | 22 | 20 | 10 | 69 | 91,850 | 91,850 | 27 | 19 |
| OCT | #12 | Center for Employment Training | 212,010 | 8,480 | 83% | 0 | 4 | 10 | 20 | 23 | 5 | 62 | | 67,840 | 10 | 8 |
| OCT | #22a | Mission Hiring Hall / SOMEC | 43,720 | 3,273 | 79% | 7 | 3 | 0 | 19 | 25 | 8 | 62 | | 43,720 | 17 | 13 |
| OCT | #20a | City College of San Francisco | 119,400 | 2,866 | 83% | 8 | 4 | 8 | 18 | 15 | 7 | 60 | 95,070 | 28,660 | 12 | 10 |
| OCT | #53 | TBC African I & RR Ctr. * | 74,131 | 2,317 | 90% | 8 | 7 | 0 | 20 | 13 | 8 | 56 | | | | |
| OCT | #09 | Quality Business, Inc. | 432,000 | 5,610 | 85% | 4 | 5 | 10 | 13 | 17 | 5 | 54 | | | | |
| OCT | #48 | Management College of S. F. | 69,638 | 4,974 | 78% | 5 | 3 | 0 | 18 | 20 | 7 | 53 | | | | |
| OCT | #45 | CollegeAmerica, San Francisco | 480,000 | 8,571 | 93% | 0 | 8 | 0 | 18 | 20 | 4 | 50 | | | | |
| OCT | #08 | Renaissance Experience Plus | 54,106 | 3,607 | 100% | 7 | 10 | 5 | 7 | 7 | 5 | 41 | 17,867 | | | |
| OCT / BRE | #50 | Asian Neighborhood Design | 69,489 | 3,309 | 84% | 10 | 10 | 19 | 23 | 25 | 9 | 96 | 52,304 | 69,489 | 25 | 21 |
| OCT / ESL | #40a | Career Resources Dev. Center | 221,260 | 3,140 | 95% | 9 | 8 | 19 | 22 | 20 | 9 | 87 | 160,935 | 149,000 | 50 | 47 |
| OCT / ESL | #37 | Korean Center, Inc. | 143,424 | 2,988 | 100% | 9 | 10 | 16 | 18 | 19 | 8 | 80 | 46,536 | 80,676 | 27 | 27 |
| OCT / ESL | #56a | Mission Lang. & Voc. School | 308,370 | 2,696 | 90% | 9 | 5 | 12 | 20 | 20 | 6 | 72 | 140,355 | 140,355 | 58 | 52 |
| OCT / ESL | #58 | Filipino-American Council of S. F. | 137,191 | 1,960 | 100% | 10 | 10 | 10 | 2 | 0 | 0 | 32 | | | | |
| OCT / ESL | #02 | La Escuela Nueva | 172,467 | 7,839 | 88% | 5 | 4 | 0 | 5 | 11 | 4 | 29 | | | | |
| OCT / ESL | #03 | La Escuela Nueva | 288,268 | 13,103 | 88% | 0 | 4 | 0 | 5 | 11 | 4 | 24 | | | | |
| OCT / OJT | #13 | The Arc San Francisco | 48,012 | 4,801 | 83% | 5 | 4 | 12 | 7 | 13 | 6 | 47 | | | | |
| OCT / OJT | #60a | Mariposa Youth Leadership / ETCNC | 107,539 | 6,871 | 80% | 0 | 3 | 0 | 6 | 16 | 4 | 29 | | | | |
| OJT | #33 | Jewish Vocational Service | 69,505 | 1,931 | 95% | 10 | 10 | 17 | 24 | 19 | 8 | 88 | 59,892 | 69,505 | 38 | 36 |
| OJT | #15 | San Francisco Vocational Services | 53,962 | 3,175 | 85% | 4 | 5 | 20 | 20 | 22 | 9 | 80 | 31,750 | 53,975 | 20 | 17 |
| OJT | #27 | Arriba Juntos — Adult OJT | 177,000 | 2,950 | 92% | 5 | 9 | 20 | 18 | 19 | 9 | 80 | 94,500 | 109,150 | 40 | 37 |
| OJT | #05 | Bay Area Urban League | 183,178 | 3,816 | 81% | 1 | 3 | 20 | 21 | 25 | 8 | 78 | 128,000 | 148,824 | 48 | 39 |
| OJT | #31 | Swords to Plowshares | 222,000 | 3,700 | 82% | 1 | 4 | 18 | 12 | 18 | 7 | 60 | 172,970 | 173,900 | 57 | 47 |
| OJT | #16 | Northern California Service League * | 45,000 | 2,500 | 75% | 7 | 0 | 6 | 9 | 23 | 8 | 53 | 25,001 | | | |
| *Setaside* | | *(Associated OJT Pool Costs)* | | | | | | | | | | | 247,832 | 200,000 | | |
| Other | #23 | Arriba Juntos (ESL/OCT, BRE, OJT) | 441,000 | 3,063 | 80% | 2 | 3 | 14 | 15 | 14 | 7 | 55 | | | | |
| Other | #42 | Visitacion Valley Community Center | 130,495 | 1,087 | 100% | 10 | 10 | 0 | 0 | 15 | 3 | 38 | | | | |
| | | | 5,002,797 | | | | | | | | | | | 1,666,838 | 479 | 419 |

*Overall Positive Termination Rate = 87%*

* By Committee action, proposals asterisked (JVS #32, TBC #53, and NCSL #16) are to receive priority if additional funds become available.


Title II-A 77% Adult Participant Characteristics
Females
Males
Age 14-15
Age 16-21
Age 22-54
Age 55+
Am. Ind./Alask. Nat. (NH)
Asian/PI
Chinese
Korean
Other Asian
Filipino
Japanese
Other Pac.
Blacks (NH)
Hispanics (NAPI)
Whites (NH)
Others (NH)
"Hard To Serve" Adults
"Hard To Serve" Youths
School Dropouts
Limited English Proficient
Disabled
Veterans
Public Assistance Recipient
AFDC
SSI/SSP
GA/RCA
Food Stamp Recipient
Homeless
Economically Disadvantaged
52%
49%
48%
51%
91%
95%
9%
5%
1%
0%
39%
25%
24%
11%
1%
6%
3%
2%
8%
4%
2%
0%
1%
1%
28%
29%
23%
25%
9%
20%
0%
1%
80%
85%
30%
43%
10%
15%
9%
16%
30%
36%
18%
18%
1%
5%
7%
13%
10%
22%
5%
13%
100%
PY'94-'95 JTPA II-A 77% Goal
77% Proposals Recommended
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

# JTPA TITLE II-C (82%) BASIC YOUTH

| REVENUE & EXPENSE | PY'93 | PY'94 |
|---|---|---|
| JTPA II-C (82%) Formula Allocation | 1,316,474 | 1,462,068 |
| Transfer from II-B SYETP to II-C Youth | 280,754 | 0 |
| **Total Revenue** | **1,597,228** | **1,462,068** |
| Cost Reimbursment Obligations (see below) | 1,087,613 | 1,085,222 |
| Training Related: PIC Certification, etc. | 69,474 | 55,000 |
| Training Related: Public Media (Journal) | 15,000 | 10,902 |
| Supp. Service: Child Care, Transportation | 201,890 | 100,000 |
| Administration: Private Industry Council | 223,251 | 210,944 |
| **Total Expense** | **1,597,228** | **1,462,068** |

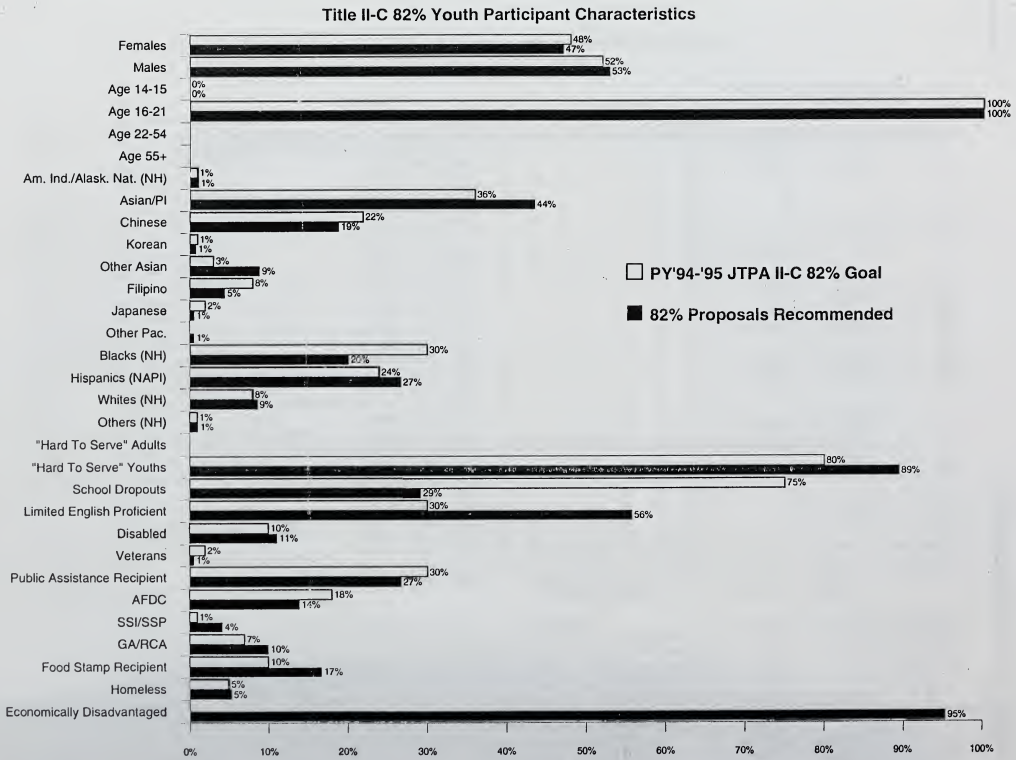
**82% Youth**

**PROPOSAL SUMMARY** / **CRITERIA SCORING**

| Proposed Training Technology | Prop. No. | Proponent | Proposed Dollar Request | Pos. Term. Cost | Pos. Term. Rate | A [10] | B [10] | C [20] | D [25] | E [25] | F [10] | Total Point Score | PY'93 Current Year Subcontract $ Amount | PY'94 Recommended $ Total | Enrollments & Positive Terminations | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BRE / OCT | #10 | Arbor, Inc. | 248,393 | 3,881 | 85% | 10 | 10 | 10 | 8 | 10 | 5 | 53 | | | 0 | 0 |
| IR | #41b | Career Resources Dev. Center | 34,910 | 1,346 | 95% | 10 | 10 | 12 | 22 | 20 | 9 | 83 | | 20,196 | 16 | 15 |
| IR | #17 | Chinatown Youth Center | 45,153 | 2,509 | 80% | 8 | 0 | 15 | 10 | 25 | 7 | 65 | | 12,545 | 6 | 5 |
| IR | #56d | Mission Lang. & Voc. School | 82,803 | 7,667 | 90% | 0 | 7 | 12 | 10 | 20 | 6 | 55 | | | | |
| *Setaside* | | *(Associated IR Pool Costs)* | | | | | | | | | | | | 130,000 | | |
| OCT | #55 | Youth Assistance Association | 28,400 | 979 | 88% | 10 | 6 | 15 | 18 | 25 | 8 | 82 | | 28,400 | 33 | 29 |
| OCT | #21b | Chinatown American Cooks School | 12,800 | 3,200 | 100% | 7 | 10 | 15 | 18 | 14 | 8 | 72 | 12,620 | 12,800 | 4 | 4 |
| OCT | #14b | San Francisco Vocational Services | 9,665 | 4,834 | 70% | 5 | 0 | 12 | 22 | 20 | 10 | 69 | 9,670 | 9,665 | 3 | 2 |
| OCT | #22b | Mission Hiring Hall / SOMEC | 28,290 | 3,273 | 79% | 7 | 3 | 0 | 19 | 25 | 8 | 62 | | 28,290 | 11 | 9 |
| OCT | #11 | Center for Employment Training | 114,045 | 8,773 | 81% | 0 | 4 | 10 | 19 | 22 | 4 | 59 | | | | |
| OCT | #20b | City College of San Francisco | 23,880 | 2,866 | 83% | 8 | 4 | 8 | 18 | 12 | 7 | 57 | 19,640 | | | |
| OCT | #06 | Youth Guidance Ctr. Imp. Committee | 166,073 | 4,745 | 70% | 5 | 0 | 6 | 6 | 25 | 10 | 52 | 110,686 | 94,900 | 29 | 20 |
| OCT / BRE | #51 | Asian Neighborhood Design | 123,535 | 4,412 | 80% | 4 | 8 | 19 | 20 | 25 | 9 | 85 | 85,727 | 123,535 | 35 | 28 |
| OCT / BRE | #30 | Youth For Service | 110,000 | 5,000 | 61% | 1 | 0 | 0 | 21 | 20 | 8 | 50 | | | 0 | 0 |
| OCT / ESL | #40b | Career Resources Dev. Center | 152,490 | 3,140 | 95% | 9 | 8 | 19 | 22 | 20 | 9 | 87 | 115,051 | 119,320 | 40 | 38 |
| OCT / ESL | #56b | Mission Lang. & Voc. School | 232,630 | 2,696 | 90% | 9 | 5 | 12 | 20 | 20 | 6 | 72 | 173,394 | 173,394 | 71 | 64 |
| OCT / ESL | #52 | Glide/Vietnamese Youth Dev. Ctr. | 43,200 | 2,400 | 90% | 9 | 5 | 8 | 13 | 17 | 9 | 61 | 34,501 | 34,501 | 16 | 14 |
| OCT / ESL | #61 | Community Educational Services | 78,449 | 3,138 | 83% | 9 | 2 | 13 | 15 | 16 | 5 | 60 | 69,619 | 64,272 | 25 | 20 |
| OCT / ESL | #34 | Jewish Vocational Service | 51,640 | 2,152 | 80% | 10 | 0 | 10 | 16 | 15 | 8 | 59 | | | | |
| OCT / ESL | #35 | Korean Center, Inc. | 48,000 | 1,600 | 100% | 10 | 10 | 10 | 10 | 14 | 5 | 59 | 16,619 | | | |
| OCT / ESL | #59 | Filipino-American Council of S. F. | 58,581 | 1,953 | 100% | 10 | 10 | 10 | 2 | 0 | 0 | 32 | | | | |
| OCT / OJT | #46 | S. F. State Univ. Foundation | 196,580 | 2,726 | 100% | 10 | 10 | 13 | 13 | 8 | 8 | 62 | | 68,150 | 25 | 25 |
| OCT / OJT | #49 | Charity Cultural Services Center * | 93,613 | 5,200 | 72% | 4 | 0 | 15 | 15 | 18 | 5 | 57 | | | | |
| OCT / OJT | #60b | Mariposa Youth Leadership / ETCNC | 107,539 | 6,871 | 80% | 0 | 3 | 0 | 6 | 16 | 4 | 29 | | | | |
| OJT | #18 | Chinatown Youth Center | 92,205 | 2,561 | 92% | 7 | 9 | 15 | 15 | 20 | 7 | 73 | 87,254 | 87,254 | 37 | 34 |
| OJT | #28 | Arriba Juntos — Youth OJT | 28,000 | 4,000 | 88% | 0 | 6 | 19 | 17 | 15 | 9 | 66 | 36,834 | 28,000 | 8 | 7 |
| *Setaside* | | *(Associated OJT Pool Costs)* | | | | | | | | | | | 107,474 | 50,000 | | |
| Other | #24 | Arriba Juntos (ESL/OCT, BRE, OJT) | 175,000 | 3,500 | 71% | 0 | 0 | 14 | 15 | 14 | 7 | 50 | | | | |
| Other | #57 | Henkels & McCoy Training | 288,112 | 2,881 | 80% | 3 | 3 | 0 | 5 | 7 | 2 | 20 | | | | |
| | | | 2,673,986 | | | | | | | | | | | 1,085,222 | 359 | 314 |

*Overall Positive Termination Rate = 87%*

* *By Committee action, proposal asterisked (Charity Cultural #49) is to receive priority if additional funds become available.*


Title II-C 82% Youth Participant Characteristics
Females
Males
Age 14-15
Age 16-21
Age 22-54
Age 55+
Am. Ind./Alask. Nat. (NH)
Asian/PI
Chinese
Korean
Other Asian
Filipino
Japanese
Other Pac.
Blacks (NH)
Hispanics (NAPI)
Whites (NH)
Others (NH)
"Hard To Serve" Adults
"Hard To Serve" Youths
School Dropouts
Limited English Proficient
Disabled
Veterans
Public Assistance Recipient
AFDC
SSI/SSP
GA/RCA
Food Stamp Recipient
Homeless
Economically Disadvantaged
48%
47%
52%
53%
0%
0%
100%
100%
1%
1%
36%
44%
22%
19%
1%
1%
3%
9%
8%
5%
2%
1%
1%
30%
20%
24%
27%
8%
9%
1%
1%
80%
89%
75%
29%
30%
56%
10%
11%
2%
1%
30%
27%
18%
14%
1%
4%
7%
10%
10%
17%
5%
5%
95%
PY'94-'95 JTPA II-C 82% Goal
82% Proposals Recommended
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

# JTPA TITLE II-A (5%) OLDER INDIVIDUALS

5% Older Individuals

| REVENUE & EXPENSE | PY'93 | PY'94 |
|---|---|---|
| JTPA II-A (5% OIP) Formula Allocation | 321,314 | 319,419 |
| Prior Year's (3%) Surplus Redistribution | 89,277 | ?? |
| **Total Revenue** | **410,591** | **319,419** |
| Cost Reimbursment Obligations (see below) | 323,763 | 253,912 |
| Training Related: PIC Certification, etc. | 8,004 | 11,748 |
| Training Related: Public Media (Journal) | 2,000 | 2,000 |
| Supp. Service: Child Care, Transportation | 10,000 | 10,727 |
| Administration: Private Industry Council | 66,824 | 41,032 |
| **Total Expense** | **410,591** | **319,419** |

**PROPOSAL SUMMARY**

| Proposed Training Technology | Prop. No. | Proponent | Proposed Dollar Request | Pos. Term. Cost | Pos. Term. Rate | CRITERIA SCORING Selection Criteria A [10] | B [10] | C [20] | D [25] | E [25] | F [10] | Total Point Score | PY'93 Current Year Subcontract $ Amount | PY'94 Recommended $ Total | Enrollments & Positive Terminations | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OCT | #47 | Management College of S. F. | 98,202 | 4,910 | 80% | 5 | 3 | 2 | 21 | 21 | 7 | 59 | | 60,000 | 15 | 12 |
| OCT | #07 | Renaissance Experience Plus | 54,106 | 3,607 | 100% | 7 | 10 | 5 | 7 | 10 | 5 | 44 | 48,492 | 48,000 | 13 | 13 |
| OCT / ESL | #01 | Self-Help for the Elderly | 172,860 | 2,505 | 96% | 9 | 8 | 20 | 15 | 20 | 10 | 82 | 134,708 | 90,180 | 38 | 36 |
| OCT / ESL | #36 | Korean Center, Inc. | 83,160 | 2,772 | 100% | 9 | 10 | 5 | 10 | 13 | 6 | 53 | 58,215 | 55,732 | 20 | 20 |
| | | | 408,328 | | | | | | | | | | | 253,912 | 86 | 81 |

*Overall Positive Termination Rate = 94%*

# JTPA TITLE II-A/C (5%) INCENTIVE ("JOE BAILEY")

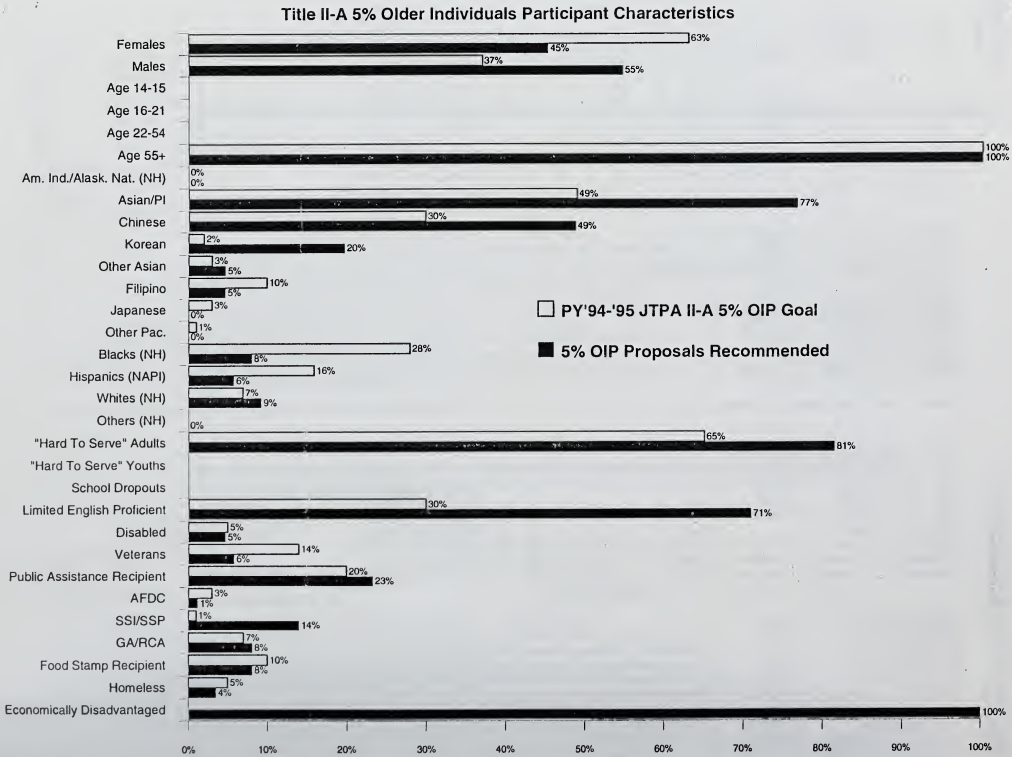
5% Incentive

| REVENUE & EXPENSE | PY'93 | PY'94 |
|---|---|---|
| JTPA II-A/C (5% Inc.) Formula Allocation | 0 | 166,642 |
| Prior Year's Incentive Redistribution | 251,008 | 38,307 |
| **Total Revenue** | **251,008** | **204,949** |
| Cost Reimbursment Obligations (see below) | 103,895 | 96,459 |
| Direct Training: STEP Activities | 82,120 | 56,181 |
| Training Related: PIC Certification, etc. | 4,000 | 5,000 |
| Supp. Service: Child Care, Transportation | (Coenroll) | 15,000 |
| Administration: Private Industry Council | 22,686 | 32,309 |
| **Total Expense** | **212,701** | **204,949** |

**PROPOSAL SUMMARY**

| Proposed Training Technology | Prop. No. | Proponent | Proposed Dollar Request | Pos. Term. Cost | Pos. Term. Rate | CRITERIA SCORING Selection Criteria A [10] | B [10] | C [20] | D [25] | E [25] | F [10] | Total Point Score | PY'93 Current Year Subcontract $ Amount | PY'94 Recommended $ Total | Enrollments & Positive Terminations | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BRE | #04 | San Francisco Conservation Corps | 66,359 | 4,424 | 75% | 9 | 7 | 6 | 15 | 20 | 10 | 67 | 29,157 | 28,430 | 9 | 6 |
| BRE | #64 | Potrero Hill Comm. Dev. Corp. | 61,500 | 4,100 | 75% | 10 | 7 | 7 | 15 | 19 | 7 | 65 | 54,037 | 24,600 | 8 | 6 |
| BRE | #44 | The Family School | 51,162 | 5,116 | 67% | 7 | 5 | 7 | 10 | 25 | 5 | 59 | | | | |
| BRE | #25 | Arriba Juntos — Youth BRE | 60,000 | 4,000 | 50% | 10 | 0 | 7 | 12 | 21 | 8 | 58 | 50,002 | | | |
| BRE | #54 | OMICA | 94,012 | 7,232 | 87% | 2 | 10 | 0 | 8 | 18 | 5 | 43 | | | | |
| BRE | #63 | SFUSD Dropout Prevention | ??? | (Unknown) | | | | | | | | | | | | |
| BRE / IR | #19 | San Francisco Educational Services | 80,627 | 8,062 | 77% | 10 | 10 | 4 | 15 | 20 | 8 | 67 | 20,444 | 28,429 | 5 | 4 |
| *Setaside* | | *(Associated IR Pool Costs)* | | | | | | | | | | | | 15,000 | | |
| | | | 413,660 | | | | | | | | | | | 96,459 | 22 | 16 |

*Overall Positive Termination Rate = 73%*


Title II-A 5% Older Individuals Participant Characteristics
Females
63%
45%
Males
37%
55%
Age 14-15
Age 16-21
Age 22-54
Age 55+
100%
100%
Am. Ind./Alask. Nat. (NH)
0%
0%
Asian/PI
49%
77%
Chinese
30%
49%
Korean
2%
20%
Other Asian
3%
5%
Filipino
10%
5%
Japanese
3%
0%
Other Pac.
1%
0%
Blacks (NH)
28%
8%
Hispanics (NAPI)
16%
6%
Whites (NH)
7%
9%
Others (NH)
0%
"Hard To Serve" Adults
65%
81%
"Hard To Serve" Youths
School Dropouts
Limited English Proficient
30%
71%
Disabled
5%
5%
Veterans
14%
6%
Public Assistance Recipient
20%
23%
AFDC
3%
1%
SSI/SSP
1%
14%
GA/RCA
7%
8%
Food Stamp Recipient
10%
8%
Homeless
5%
4%
Economically Disadvantaged
100%
PY'94-'95 JTPA II-A 5% OIP Goal
5% OIP Proposals Recommended
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

# JTPA TITLE II-A/C (8%) SECG/GAIN

| REVENUE & EXPENSE | PY'93 | PY'94 |
|---|---|---|
| JTPA II-A/C (8% SECG) Formula + Match | 278,122 | 300,000 |
| Prior Year's Surplus Redistribution | 13,410 | ?? |
| **Total Revenue** | **291,532** | **300,000** |
| Cost Reimbursment Obligations (see below) | 235,457 | 248,595 |
| Training Related: PIC Certification, etc. | 14,015 | 12,214 |
| Training Related: Public Media (Journal) | 1,552 | 1,565 |
| Supp. Service: Child Care, Transportation | (SFDSS) | (SFDSS) |
| Administration: Private Industry Council | 40,508 | 37,626 |
| **Total Expense** | **291,532** | **300,000** |

**8% GAIN**

**PROPOSAL SUMMARY**

| Proposed Training Technology | Prop. No. | Proponent | Proposed Dollar Request | Pos. Term. Cost | Pos. Term. Rate | Selection Criteria A [10] | B [10] | C [20] | D [25] | E [25] | F [10] | Total Point Score | PY'93 Current Year Subcontract $ Amount | PY'94 Recommended $ Total | Enrollments & Positive Terminations | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BRE | #43 | The Family School | 235,963 | 8,136 | 77% | 0 | 7 | 7 | 13 | 25 | 7 | 59 | 111,139 | **149,795** | 24 | 18 |
| BRE | #29 | Arriba Juntos — Adult & Youth BRE | 60,000 | 4,000 | 50% | 10 | 0 | 6 | 12 | 21 | 8 | 57 | 81,432 | | | |
| ESL / BRE | #39 | Career Resources Dev. Center | 97,188 | 5,115 | 95% | 10 | 10 | 6 | 15 | 7 | 9 | 57 | | | | |
| OCT / BRE | #26 | Arriba Juntos — Adult GAIN | 156,000 | 5,200 | 75% | 0 | 6 | 6 | 16 | 22 | 8 | 58 | | 98,800 | 25 | 19 |
| | | | 549,151 | | | | | | | | | | | **248,595** | 49 | 37 |

*Overall Positive Termination Rate = 76%*

*Note: PY'94 allocation figure of $300,000 is a guess; actual figure has yet to be announced by the State Department of Education.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MINUTES**

for a meeting
of the Private Industry Council of San Francisco

*April 12, 1994*

**Members present:** Chairman John Dewes, Mr. Brian Cahill, Mr. John Cammidge, Mr. Gary Fitschen, Ms. Linda Davis, Ms. Mary Edington, Mr. Frederick Jordan, Ms. Leslie Luttgens, Mr. Craig Martin, Mr. Stan Moy, Mr. Fairfax Randolph, Mr. Billy Ray, Mr. Leandro Soto and Ms. Barbara Thompson

**Staff present:** President Eunice Elton, Ms. Brenda Brown, Ms. Joyce Crum, Mr. Wes Dixon, Ms. Karen Hart, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut and Ms. Clara Wong

**Public present:** Mr. Ricardo Alva, Ms. Tanya Beasley, Mr. Stephen Bingham, Mr. Michael Blecker, Ms. Kate Borquist, Mr. Larry Chatmon, Dr. Youn Sha Chey, Mr. Angel Dominguez, Ms. Mary Duffy, Ms. Amanda Feinstein, Ms. Delfina Geiken, Mr. Dave Gesek, Mr. Isam Iddeen, Ms. Eleanor Jacobs, Mr. John Knox, Ms. Denise McCarthy, Ms. Shirley Melnicoe, Ms. Teresa Pon, Mr. Walt Pratt, Ms. Kim Roth, Ms. Norma Tecson, Mr. Carlos Ver and Ms. Iris Wang

The meeting began at 3:15 p.m. two members short of a quorum.

**Public testimony on agenda items**
Individuals testifying during this portion of the meeting agreed to do so though the Council was without a quorum.

Ms. Amanda Feinstein, San Francisco Council on Homelessness, said one-third of the City's 8,000 to 10,000 homeless people could benefit from job training. In Fiscal Year 1993, she said the PIC trained 49 homeless persons with a 69% positive termination rate, the same rate as for other PIC trainees. After acknowledging the PIC's efforts this year in collaborating with other organizations and City departments on programs for the homeless, Ms. Feinstein urged the PIC to encourage or require its subcontractors to serve more homeless individuals and to work with her to develop a program for them.

Mr. Stephen Bingham, San Francisco Neighborhood Legal Assistance Foundation, spoke on the need homeless people have for outreach and supportive services, and said the Foundation hopes to work with PIC staff to develop a program for the homeless. He said that the PIC's use of points puts some proposals at a disadvantage when scored, and that this should be "adjustable".

A quorum was achieved with the arrival of Mr. Soto and Mr. Martin.

Ms. Shirley Melnicoe, Northern California Service League, asked that the Council fund the agency's program for ex-offenders. The NCSL's evaluation rating was hurt, she noted, by the "computer generated" scoring of its proposed placement rate. Performance on last year's contract was inadequate, Ms. Melnicoe agreed, but should improve with the hiring of new staff.

Mr. Isam Iddeen noted that the NCSL "puts our necks out" to work with this hard-to-serve population.

Ms. Iris Wang of Charity Cultural Services said that CCS's proposal was penalized for proposing a 70% placement rate for its clients — equivalent to PIC subcontractors' actual rate, but one which she said some proponents exaggerated in their proposals in order to receive a higher score. CCS's

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program is unusual but effective, and Ms. Wang said their proposal was hurt in scoring since PIC staff were unable to categorize it.

Ms. Eleanor Jacobs, the Mayor's Office Homeless Coordinator, said she and Mayor Jordan understand the difficulty in serving the homeless at this time, but asked the Council to "keep up your proactive efforts in this direction". Homelessness in San Francisco is "one of the major, if not the major priority" of the Mayor's, she said, and the PIC should consult with her, the Mayor's Office, and other groups to develop services for the homeless.

Ms. Norma Tecson of the Filipino-American Council asked for an opportunity to work with PIC staff to develop the organization's "incomplete" proposal so that it might be reconsidered for funding. Performance under past contracts was "high," she said, and the program is a "very vital" one that has served the Filipino community for 25 years.

**Adoption of the agenda**
The agenda was unanimously approved.

**Approval of minutes from the March 1st meeting**
Ms. Thompson's motion to approve the minutes of the March 1st meeting was seconded by Mr. Moy and unanimously approved.

**Chairman's report**

**Council nominations**
Mr. Dewes said no action has yet been taken by the Mayor who was given on March 8th the San Francisco Chamber of Commerce's list of six nominees to consider for appointment to the Council's four private sector vacancies.

**Board of Supervisors action regarding PIC membership**
The Board of Supervisors adopted a resolution asking that the Mayor urge Congress to include seats on private industry councils for members representing homeless and Veterans groups. Mr. Dewes noted that the Mayor might wish to appoint someone from these constituencies when an opening develops among the Council's community based organization members.

**Input from the Mayor's Office**
Mr. Dewes said he hopes to meet with the Mayor later this month to discuss the planning document developed at the PIC's January 27th retreat, and ways in which the PIC and city departments might collaborate on certain activities, including programs for the homeless.

**Revision of PIC Bylaws**
A motion was made by Ms. Luttgens to adopt the proposed revisions to the PIC's Bylaws as distributed at the Council's March 1st meeting. The motion was seconded by Ms. Thompson and unanimously approved.

**Committee reports**

**Planning Committee**
The Council agreed by acclamation to hear and vote upon the Planning Committee's recommendations for JTPA Program Year 1994-95 by individual titles. Conflict of interest forms were signed by members before voting.

*Title IIB-SYETP:* Mr. Fitschen referred to his March 31st memorandum presenting the Planning Committee's recommendations to fund 14 subcontractors for the Title IIB Summer Youth Employment and Training Program. Copies of a March 30th letter from Ms. Carla Din of Community Educational Services and an April 11th letter from Mayor Jordan were distributed.

A motion by Mr. Fitschen and seconded by Ms. Thompson to approve the recommendations for Title IIB was approved with Ms. Davis abstaining.

Mr. Frederic Jordan arrived at the meeting.

*Title IIA:* Mr. Fitschen referred to the Committee's recommendations for Title IIA program, as outlined in his April 5th memorandum.

Ms. Thompson suggested holding a preliminary meeting during which CBOs could provide input to PIC staff. These could subsequently be included in the recommendations staff present to the Planning Committee. Mr. Holland said this was a good idea, but noted that the State, which receives its allocation from Washington, D.C. in December, waited until March 24th to announce how much would be available to individual service delivery areas, putting this PIC under severe time constraints. Mr. Dewes asked that Ms. Thompson's suggestion be attempted next year.

Mr. Dewes asked whether the point system by which proposed positive terminations are scored penalizes proponents who provide a more realistic assessment of their planned performance. Miss Elton said that past performance is taken into consideration when scoring proposals from proponents who have previously contracted with the PIC. "Over-optimistic" predictions of numbers of clients to be served are also discussed at committee meetings, Mrs. Luttgens added. Some proponents may be adjusting their proposals so as to benefit from the way the scoring process works, Mr. Martin suggested, realizing they can renegotiate their contracts once they have been funded.

Miss Elton observed that extra points were given in past years for proposals aimed at hard-to-serve clients, but that since JTPA now requires services be restricted to the hard-to-serve, this system was dropped in the Job Training Plan recently adopted by the Council. Mr. Dewes said he was unaware of this, and said he wanted the Evaluation Committee to develop a system for awarding bonus points. Scoring of sections B and E of the proposals should be reevaluated, he said.

Mr. Dewes instructed staff to direct PIC subcontractors to serve more homeless persons in their programs.

Mr. Fitschen's motion to adopt the recommendations for Title IIA was seconded by Ms. Thompson and approved by the Council with Mr. Soto abstaining.

*Title IIC:* Referring to the Committee's recommendations for Title IIC, as outlined in his April 5th memorandum, Mr. Fitschen made a motion for adoption which was seconded by Ms. Thompson. Mr. Martin noted that while the Job Training Plan required that 30% of those served under Title IIC be Black males, proposals received and recommended would provide only 20% of services to this group. Mr. Dewes amended the motion to provide guidance to PIC staff to ensure that Individual Referral funds be "proactively" used to serve Black males.

The motion to adopt Title IIC recommendations as amended was approved with Mr. Soto abstaining.

*Title IIA-Older Workers:* Mr. Fitschen referred to the Committee's recommendations for Title IIA-Older Workers program, as outlined in his April 5th memorandum, and made a motion, seconded by Ms. Thompson, that they be adopted. Miss Elton noted that while it may be difficult for subcontractors to find workers over the age of 64 who receive Social Security and meet JTPA's income requirements, older workers include individuals between 55 and 63 years of age, a group which is more likely to meet the income criteria.

The motion to adopt Title IIA-Older Workers program recommendations was unanimously approved.

*Title IIA-Incentive Funds:* Mr. Fitschen made a motion to adopt the Committee's recommendations for Title IIA-Incentive Funds programs, as outlined in his April 5th memorandum. The motion was seconded by Ms. Thompson and approved by the Council with Mr. Soto abstaining.

*Title IIA-SECG:* Mr. Fitschen's motion to adopt the Committee's recommendations for Title IIA-SECG programs, as outlined in his April 5th memorandum, was seconded by Mrs. Luttgens and approved by the Council with Mr. Soto abstaining.

**Summer Jobs Committee**
Mr. Ray distributed copies of agreement between the Summer Jobs Program and the Chamber of Commerce's Jobs For Youth Committee to coordinate activities. Under the agreement, employers will call the Summer Jobs Program for general job orders while employers wishing to work with particular schools or CBOs or needing technical assistance with integrating youth into their workforces will be referred to New Ways Workers, acting as a broker for the Youth Employment Coalition.

**Staff reports**

**Base closures**
Ms. Brenda Brown asked for approval to apply for $200,000 to cover overobligations under the PIC's Defense Conversion Act activities and $700,000 to serve workers being laid-off during the final phase of the Presidio Army Base's closure. Mrs. Luttgens' motion for approval was seconded by Ms. Thompson and unanimously approved by the Council.

**President's report**

**PIC-EDD cooperative agreement**
The Council unanimously adopted Mrs. Luttgens' motion, seconded by Ms. Thompson, to approve the PY'94-'96 Coordinated Services Strategy agreement between the PIC and the Employment Development Department.

**Other agenda items**
Due to the late hour, other agenda items were postponed until the next meeting.

**Public testimony on non-agenda items**
There was no public testimony on non-agenda items.

The meeting was adjourned at 4:55 P.M.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**



*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to Mary Fernandez at 621-6853 no later than Friday, May 6th*

| | |
|---|---|
| DATE: | Tuesday, May 10th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

*Under recent revisions of the Brown Act, absent Council members may no longer be asked to vote by telephone or mail on action items once a meeting has been conducted. It is vital, therefore, that there be a quorum of members at each meeting so that action items may be acted upon.*

*If you require special accommodation due to a disability please call Mary Fernandez at 621-6853 or TDD 621-3832 at least 72 hours in advance*

*Issued May 2, 1994*

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## Agenda

## PRIVATE INDUSTRY COUNCIL MEETING

***May 10th, 1994***

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes of April 12th meeting (enclosed) *

4. Chairman's report — John Dewes
   a. Report on conference with Mayor Jordan
   b. Status of Council member nominations

5. Status of San Francisco's Program Year 1994-95 Job Training Plan (refer to enclosed May 2nd letter from the PIC transmitting the Plan to EDD; call Greg Marutani to review a complete copy of it)
   a. Bases of the Mayor's lack of approval for the Plan (refer to enclosed May 2nd letter from the Mayor)
   b. Proposal to issue a JTPA Title III Request for Proposals for a demonstration program to serve homeless individuals *

6. Committee reports
   Mayor's Summer Jobs For Youth Program — Billy Ray

7. Staff reports
   a. STEP for the coming year — Joyce Crum
   b. San Diego meeting & Assistant Secretary of Labor's participation — Ray Holland

8. President's report
   a. PIC/EDD cooperative agreement (enclosed) *
   b. Mini-STEP for coming year *
   c. Summer Children's Fund proposal
   d. Youth Fair Chance proposal to serve Visitacion Valley *
   e. California Department of Education proposals for JTPA Title IIA/C-8% programs *
   f. California Department of Education request for help in liquidating one of its contractor's disallowances *
   g. City's Enterprise Community proposal
   h. Report about Board of Supervisors resolution concerning job training

9. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## MINUTES

for a meeting
of the Private Industry Council of San Francisco
May 10, 1994

**Members present:** Chairman John Dewes, Mr. John Cammidge, Mr. Steve Coulter, Ms. Linda Davis, Ms. Mary Edington, Mr. Gary Fitschen, Mr. Robert Hetler, Ms. Leslie Luttgens, Mr. Fairfax Randolph, Mr. Billy Ray, Mr. Kent Sims, Mr. Leandro Soto, Ms. Barbara Thompson, Dr. Chui Lim Tsang and Mr. Craig Wolfson

**Staff present:** President Eunice Elton, Ms. Donna Banks-Jackson, Ms. Brenda Brown, Ms. Winna Davis, Mr. Wes Dixon, Mr. Eking Estioko, Mr. Sululagi Palega, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut and Ms. Clara Wong

**Public present:** Mr. Buck Bagot, Ms. Betty Baham, Mr. Michael Blecker, Ms. Kate Borquist, Mr. Relio Bunag, Mr. Paul Carder, Mr. Larry Chatmon, Mr. Larry Chew, Dr. Youn Sha Chey, Mr. James Cluthart, Ms. DeeAnne Davis, Mr. Larry Del Carlo, Mr. Angel Dominguez, Mr. Glenn Eagleson, Ms. Amanda Feinstein, M. Garrison, Ms. Delfina Geiken, Ms. Marie Harrison, Mr. Joe Herbert, Mr. Paul Hernández, Mr. Isam Iddeen, Mr. Jim Kennedy, Mr. John Knox, Mr. Thomas Larria, Mr. Wayne Lawrence, Mr. Phil Magalong, Mr. Robert Matamoros, Ms. Enola Maxwell, Ms. Denise McCarthy, Mr. Gerard McKinnery, Ms. Shirley Melnicoe, Dr. Rezaee Mojdeh, Ms. Karen Pierce, Ms. Terrie Pon, Mr. Arthur Rose, Ms. Kim Roth, Mr. David Scott, Mr. John Scott, Ms. Linda Shih, Ms. Abby Snay, Ms. Louise Vaughn, Mr. Carlos Ver, Mr. Peter Vigil and Mr. Kent Woo

The meeting began at 3:15 p.m.

**Public testimony on agenda items**

Mr. Larry Chew, OMICA, spoke in support of the May 10th, 1994 proposal, and for training services provided by African American-managed community based organizations in neighborhoods with high unemployment. He said OMICA would be seeking funding from the PIC for training in hazardous waste clean-up, a program it operates that has already trained 60 people.

Mr. Larry Chatmon, BAUL, said he was concerned of the impact the proposed across-the-board cut would have on PIC subcontractors already serving African Americans.

Mr. Peter Vigil, Precita Center, said he was concerned how the proposed cuts would affect Summer Youth Employment and Training Program subcontractors and the disadvantaged youth they intend to serve this summer. Mr. Dewes noted the Title IIB program were not facing cuts.

Mr. Gerard McKinney, Bayview/Hunters Point resident, said he believes that African Americans are not benefiting from the economic development they see in the City.

Ms. Cara Hoxie, SFVS, noted PIC programs are already serving African Americans and a high number of other ethnic minorities, and that the focus should be on services regardless of location.

Mr. Thomas Larria, Bayview/Hunters Point resident, said he was "a product of PIC" who has "received no services at all, in terms of jobs." He added, "We need help."

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Mr. John Scott, YCD, said his organization has a good program, including one which has trained youth to weatherize 400 homes in the Bayview/Hunters Point. The African American community faces "complex" problems, he said, which should be addressed by more than one organization.

Mr. David Scott, San Francisco Youth Family School Government Collaboration, said he cannot understand why more is not being done to help African Americans who, as a group, face high unemployment rates, and urged the Council to "fund the Black community".

Ms. Marie Harrison, Visitacion Valley resident, said her neighborhood is one that traditionally has not received its share of job training. "We're very capable," she said. "We want to work."

Ms. Louise Vaughn, Geneva Towers resident, spoke in support of self determination for African Americans, and described a litany of abuses she felt her community has faced.

Isam Iddeen, NCSL, asked the PIC to reconsider funding his organization which serves ex-offenders from throughout San Francisco, many of them African Americans.

**Adoption of the agenda**

Mr. Dewes noted that the May 10th, 1994 proposal would be considered under agenda item 5.a. The agenda was unanimously approved.

**Approval of minutes**

The motion to approve the minutes of the April 12th meeting was seconded and unanimously approved.

**Chairman's report**

**Meeting with the Mayor**

Mr. Dewes said that he, Mr. Fitschen and Miss Elton met with Mayor Jordan on April 29th to discuss the PIC, its programs and direction, and ways in which PIC programs might be coordinated with other City activities and concerns, including services to the homeless and African American males. Much of the meeting, however, was spent discussing recent events in the Bayview/Hunters Point neighborhood, the Mayor and his staff's concerns with the PIC's Program Year 1994-95 Job Training Plan, and its proposed services to African American males. As a result, the Mayor said he would not sign the Plan, and Mr. Dewes said the May 10th proposal was subsequently developed in response to the Mayor's concerns. Mr. Dewes also referred members to the Mayor's letters of May 2nd and May 6th.

**Council nominations**

Mr. Dewes said that the Mayor has not taken action on the San Francisco Chamber of Commerce's list of six nominees, sent to him March 8th, to consider for appointments to the Council's four private sector vacancies.

**Status of the PY'94-'95 Job Training Plan**

**May 10th proposal, sections 1.a. & 1.b.**

The Council agreed to hear testimony from Mr. Anthony Lincoln, speaking on behalf of Mayor Jordan. Mr. Lincoln noted that San Francisco's OMI, Bayview/Hunters Point and Visitacion Valley neighborhoods have the highest unemployment rates in the City, and many of those without jobs are African Americans. A week and a half ago, "we almost had a riot on our hands," Mr. Lincoln said, when some Hunters Point residents protested because many of the jobs for the multi-million dollar clean-up of hazardous waste at the decommissioned Navy shipyard were being given to people from outside the neighborhood. The Mayor believes that the "system" which was put in place to provide opportunities and employment to African American males has "broken down",

Mr. Lincoln observed. Under the Mayor's direction, the City's departments have created 25 jobs and found an additional 260 jobs with the City and its subcontractors which will be filled by African American residents from those neighborhoods.

As part of this response, Mr. Lincoln noted the Mayor is turning to the City's "training arm", the PIC, to develop a $450,000 job training program, funded through an 8% cut of the PIC's proposed PY'94 JTPA programs, for African Americans to be managed by CBOs in the OMI, Bayview and Hunters Point neighborhoods. Mr. Lincoln noted PIC staff may also need to provide technical assistance as part of a "partnership" with these organizations.

Mr. Fitschen read sections 1.a. and 1.b. of the May 10th proposal, as follows:

1.a. A uniform across-the-board percent be cut off the allocations previously approved by the Council for Program Year 1994 for Title IIA-Basic and Title IIC-Basic programs; that these sums be set aside as the basis for RFP solicitations for programs for young African-American males in response to the Mayor's request.

1.b. The RFP to be developed by the Planning Committee for the PIC also give emphasis to these points in setting the point scores:

- award additional evaluation points to proposals which include employment commitments or almost-certain employment after training;
- encourage the provision of training in the neighborhood of residence of trainees;
- direct emphasis to training for individuals in the geographic areas of high unemployment;
- give extra weight to proposals which provide, through other non-JTPA funds, stipends or other payments to trainees.

Mr. Fitschen clarified the proposal by specifying that the across-the-board cut be either 6% or 8%, and then made a motion to approve the proposal, which was seconded by Ms. Thompson.

Ms. Thompson asked Mr. Lincoln why there has been so little effort to ensure that African Americans be given a greater share of jobs which the City controls, including those for asbestos abatement, clean-up of the shipyard, with the airport, and for services provided under contract by the University of California. Mr. Lincoln reiterated his statement that "the system's broken". He noted that the Mayor is not blaming the PIC, and admitted that the problem extends throughout City activities. Ms. Thompson noted that the PIC has trained many African American males, and then encountered problems in placing them in jobs — a situation the City has made worse by not directing its departments and subcontractors to consider PIC trainees for employment.

Mrs. Luttgens asked how the Mayor felt about the effect the across-the-board cut he recommended will have on those PIC subcontractors already serving African American males.

Mr. Dewes noted that a 6% cut of JTPA Title IIA and IIC programs would produce $165,000 in funds, an 8% cut, $220,000.

Mr. Sims noted that the Mayor's letters and a recent resolution of the Board of Supervisors make the desires of both clear. Responding to Mr. Sims' question as to what the PIC would be doing differently to ensure that this situation doesn't reoccur, Mr. Dewes referred to the work of the PIC's ad hoc Equity Committee on services to African American males, and joint planning and coordination of PIC programs with the City's resources. Mr. Sims suggested an amendment to Mr. Fitschen's motion specifying that a cooperative relationship with appropriate City departments be an integral part of the proposed PIC programs for African American males.

Mr. Soto noted that a substantial part of the success of these efforts rests with the City's ability to

sustain its commitment to serving African American males. Mr. Lincoln assured the Council that the Mayor was committed to this. Ms. Thompson observed that for these programs to succeed, the jobs trainees are placed in must be "substantial".

After the discussion, Mr. Dewes restated the motion as amended, to provide that the Council adopt sections 1.a. and 1.b. of the May 10th proposal, cutting 8% from the PIC's proposed JTPA Title IIA-Basic and IIC-Basic PY'94 contracts, and that a sustained commitment by the City and cooperative commitment from appropriate City departments, boards and subcontractors must be an integral part contributing to the development and success of the neighborhood programs the PIC will fund to serve young African American males. Council members signed conflict of interest forms. The motion was unanimously approved, with Mr. Soto and Dr. Tsang abstaining; Ms. Davis, who had previously left the meeting, did not vote.

**May 10th proposal, section 2.**
Mr. Fitschen made a motion to adopt section 2. of the May 10th proposal, directing staff to prepare an RFP for the homeless using Title III funds, and requiring that trainees be provided an adequate support system both of services and funding. The motion was seconded by Mrs. Luttgens, and unanimously approved by the Council.

Mr. Sims observed that Ms. Eleanor Jacobs, the Mayor's Office Homeless Coordinator, had made favorable comments regarding the PIC's efforts to develop services for the homeless.

**Committee reports**

**Mayor's Summer Jobs For Youth Program Committee**
Mr. Ray said that some Committee members would be attending a meeting this month of Bay Area television public affairs directors to promote the Program.

**Staff reports**

**San Diego meeting & proposed reemployment bill**
Mr. Holland said he attended a meeting of SDA Administrators in San Diego in March with Assistant Secretary of Labor Douglas Ross to discuss the Clinton adminsitration's Reemployment bill. The initiative proposes developing a new system to include Unemployment Insurance, Job Service, JTPA and Trade Readjustment Act programs, among others. A central focus of the proposed system is the concept of "customer satisfaction" — the customer in this case being dislocated workers and those facing layoffs. This conflicts with the State's definition of customer satisfaction, Mr. Holland observed, which is employer-directed. Mr. Holland noted that the PIC considers both groups as its customers.

Mr. Holland noted that the administration is shifting JTPA funds from Title II to Title III, that is, from economically-disadvantaged individuals to dislocated workers. This will most likely exacerbate situations like that which the PIC addressed today, he said.

**President's report**

**Mini-STEP**
The Mayor's Office of Children, Youth and Their Families has approved funding for another summer of the Mini-STEP, Miss Elton said. Rather than fund a third year of the program, monies will be used next school year to continue support services to 175 of the current participants.

**Summer Children's Fund proposal**
The Ingleside Community Center's proposal to provide an arts program for youth, for which the PIC was the sponsoring agency, was not among those selected by the Children's Fund, Miss Elton said.

**Youth Fair Chance proposal to serve the Visitacion Valley**
The PIC was the lead agency in developing a Youth Fair Chance cooperative proposal to provide intensive services for a severely economically depressed section of the Visitacion Valley which includes the Geneva Towers and Sunnydale public housing projects. The proposal is now being considered by the Department of Labor, and if approved, would receive $3.2 million dollars the first of two years. Miss Elton urged those supporting the proposal to lobby on its behalf.

**California Department of Education proposals for JTPA Title IIA/C-8%**
The PIC was given no advance notice when the California Department of Education issued in January an RFP of JTPA Title IIA/C-8% monies, Miss Elton said. Since neither the Mayor nor the PIC were being consulted in selecting proposals, there was very little time to work with interested agencies. Seven were submitted by San Francisco, four with the knowledge of PIC staff, and at least one will be funded.

**California Department of Education request for help**
The PIC has again been asked to assist an agency in liquidating its audit disallowances under contracts with the California Department of Education. The last time the Department requested the PIC's help, it did so without offering to cover expenses, and staff said no. This time, the Department is proposing a simpler solution, and, noting it is the "reasonable thing to help," Miss Elton said the PIC may assist under these circumstances.

**State Assembly committee panel discussion**
Miss Elton said she has been invited to participate in a State Assembly committee panel discussion on May 20th concerning the employment problems faced by African-Americans.

**City's Enterprise Community proposal**
Under the Clinton administration, Enterprise Community areas will receive priority for various federal initiatives and will be the main recipients of federal funds to urban areas, said Mr. Sims. While Empowerment Zones will receive more, Mr. Sims observed that designation is almost certain to go to Los Angeles; hence San Francisco's application for Community status. The concept includes a complex mix of funding formulas, Census tract data, and other factors, he said, and other proposals will be competing with San Francisco's. Mr. Sims said he has been working with other City departments on San Francisco's proposal for three months, and that it is due in Washington, D.C. June 1st. Miss Elton observed that Enterprise Community status would provide a boost to San Francisco's Youth Fair Chance proposal.

**Hunters Point & Treasure Island clean-up**
Mr. Sims said San Francisco will receive $900,000 annually for the next three years from the federal Office of Economic Adjustment, with the City providing an additional local match of $300,000 per year, to plan for environmental work to be done at the Hunters Point Shipyard and Treasure Island.

**Closing comments**
Mr. Dewes thanked the Council for its efforts, and assured PIC subcontractors that the 8% cut should absolutely not be interpreted as a criticism of their programs.

**Public testimony on non-agenda items**

Mr. Joe Wilson, Coalition on Homelessness, criticized the Council for what he described as its concentration of business representation and corresponding lack of input from "the community it was designed to serve". He criticized the across-the-board cuts as "robbing Peter to pay Paul", and spoke against layoffs by corporations.

Ms. Delphina Geiken, CET, described the San Francisco Library's job clinics for children which

offer training in job interviews, applications and résumé writing.

Ms. Enola Maxwell, Potrero Hill Neighborhood House, criticized the Mayor and the Council for the proposal it adopted. Taking from one group and giving to another plays them against each other, she said, brewing animosity and separation. Inadequate funding for training programs also sets them up for failure, with the blame subsequently being assigned to the programs and those who manage them. This process "is working against us in the name of working for us," she said.

David Umble, Bayview/Hunters Point Enterprise, noted that for a program to be successful it must do more than train clients by working closely with the local businesses that hire them. His organization has a program "that actually works", and is developing proposals which it will present to the PIC for consideration.

The meeting was adjourned at 4:50 P.M.

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to the PIC's receptionists at 621-6853 no later than Friday, July 8th*

| | |
|---|---|
| DATE: | Tuesday, July 12th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

*Under recent revisions of the Brown Act, absent Council members may no longer be asked to vote by telephone or mail on action items once a meeting has been conducted. It is vital, therefore, that there be a quorum of members at each meeting so that action items may be acted upon.*

*If you require special accommodation due to a disability please call Roberta Fazande at 621-6853 or TDD 621-3832 at least 72 hours in advance*

*Issued July 5, 1994*

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853
FAX (415) 621-0793 • TDD (415) 621-3832

**Revised Agenda**

**PRIVATE INDUSTRY COUNCIL MEETING**

***July 12th, 1994***

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes of May 10th meeting (enclosed in previous mailing) *

4. Chairman's report — John Dewes
   a. Status of Partnership Agreement with the Mayor *
   b. Calendar of meetings & activities, including possible special Council or Board meeting *
   c. Status of Council members' nominations & reappointments
   d. Status of Committee members' reappointments
   e. Notice of annual election of Officers of the Board scheduled for September meeting
   f. July 20th Jobs For Youth event at the Sheraton Palace Hotel

5. Committee reports
   a. Planning Committee — Gary Fitschen *
   b. Refugee Committee, request for approval of 1994 County Plan — Jack Fitzpatrick *
   c. Audit Committee, Program Year 1991-93 audit report — Leandro Soto *
   d. Jobs For Youth Committee — Billy Ray

6. Staff reports
   a. Request for Proposals targeted for African-American males — Ray Holland
   b. Request for Proposals targeted for the Homeless — Ray Holland
   c. Request for Proposals for Refugee services — Greg Marutani
   d. Possible PIC Proposal to the Redevelopment Agency (enclosed) — Ray Holland *

7. President's report
   a. Status of Labor Market Information Division (LMID) contract *
   b. Approval of SECG proposals for funding *
   c. Enterprise Community proposal
   d. Youth Fair Chance proposal

8. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**MEMORANDUM**

**TO:** ALL PROGRAM YEAR '94 JTPA SUBCONTRACTORS **DATE:** JULY 5, 1994

**FROM:** EUNICE ELTON, PRESIDENT Eunice Elton

**SUBJECT:** POSSIBLE PREMATURE TERMINATION OF JTPA AUTHORITY IN SAN FRANCISCO

Some of you have seen quotes from a May 26th letter of Mayor Jordan providing notice that the "Partnership Agreement" with the Private Industry Council will be allowed to terminate on or about September 30, 1994. If that agreement lapses without a replacement, it appears that, under federal law, all local authority for spending JTPA monies would also lapse on that date.

It appears that this notice was prompted by the belief of some that still-unidentified changes in the PIC's policies, procedures or operations are needed and that the notice would force consideration of them. There is no evidence that the notice was intended to prejudice any contractual commitments. The Mayor, in his letter, has specifically stated: "It would be negligent of me not to take stock of our job training capabilities within the context of the needs of the 1990's" and "I look forward to working with your committee toward developing an agreement that best suits the needs of the community and strengthens our historic partnership."

As of this date, there has been no information provided on what specific changes in that agreement are being proposed. We are still actively seeking that information. When received, we are confident that the Council will attempt to provide full and honest consideration of those proposals in open and public discussion.

We will attempt to keep you as fully informed as possible. However, we feel obliged to inform you that, as of the end of September of this year, there is a possibility that all JTPA-financed operations in San Francisco could come to an abrupt halt.

cc: All Members of the Council (with copies of the May 26th letter)
PIC Staff
Thomas Nagle, EDD

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FAX (415) 621-0793 • TDD (415) 621-3832

Office of the Mayor
SAN FRANCISCO

FRANK M. JORDAN

May 26, 1994

Mr. John W. Dewes, Chairman
Private Industry Council of San Francisco
1049 Market Street, 4th Floor
San Francisco, CA 94102-1634

Dear ~~Mr. Dewes~~: JOHN:

San Francisco is in the midst of one of the most difficult fiscal times in its history. My office has been working diligently on the budget process for the 1994-95 fiscal year, and we are critically re-examining every City department. We are also assessing all resources at the disposal of the City to determine how they might best work together to offer the greatest benefits to San Franciscans.

The use of our JTPA funds must be included in this re-examination process. I want to assess how all of our job training resources, including those from the Redevelopment Agency, the Mayor's Office of Community Development, the Mayor's Office of Children Youth and Their Families, the Housing Authority and all the community based non-profits, might work more collaboratively. The current agreement with the PIC, Inc. was written over 10 years ago. During this period there have been significant changes in the JTPA legislation and in the job training needs of San Francisco.

As you know, through an agreement between the Private Industry Council (PIC) and Mayor Feinstein in 1983, the Private Industry Council of San Francisco, Inc. was designated as the recipient and administrator of funds allocated to San Francisco under the federal Job Training Partnership Act (JTPA) (copy of agreement is attached). Under the terms of the 1983 agreement, it is the duty of either party to notify the other of its intent not to continue the PIC designation 180 days prior to the automatic renewal date (Sept. 30, 1994). Therefore by this letter, in compliance with the terms of the 1983 agreement, I am notifying the PIC that <u>as of today</u> it is my intent not to renew the agreement. However, it is my intent to work with PIC for an immediate resolution that will serve the best interests of the people who are in desperate need of jobs and job training.

Note that I have underlined the phrase "as of today." This is to emphasize the fact that I am complying with the legalities necessary for me to engage in a formal review of the PIC agreement before committing to a new or reconstituted agreement for the next ten years. It would be negligent of me not to take stock of our job training capabilities within the context of the needs of the 1990s.

After the review process, we may well conclude that the current arrangement or an altered version is all that is needed. I look forward to working with your committee toward developing an agreement that best suits the needs of the community and strengthens our historic partnership.

Sincerely,

Frank M. Jordan
Mayor

FMJ/jw/bm

cc: Eunice Elton

200 CITY HALL, SAN FRANCISCO, CALIFORNIA 94102
(415) 554-6141

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**MEMORANDUM**

**TO:** ALL COUNCIL MEMBERS
MAYOR JORDAN

**DATE:** JULY 5, 1994

**FROM:** EUNICE ELTON

**SUBJECT:** PROPOSAL TO APPLY FOR "COMMUNITY DEVELOPMENT BLOCK GRANT" FUNDS FROM THE SAN FRANCISCO REDEVELOPMENT AGENCY FOR SAN FRANCISCO'S PY'94-'95 JOB TRAINING PLAN

**The Current Situation:**

In San Francisco's PY'94-'95 Job Training Plan approved by the Council and the Mayor in the middle of May of this year, a sum of $1,157,000 is budgeted for the period from July of 1994 to June of 1995 in the "Training-Related and Supportive Services" and the "Needs-Based Payments and Supportive Services" categories for all participants projected to be enrolled and served in all JTPA Titles IIA, IIC, and IIIA Subpart Programs.

That sum is generally based on the *maximum* percentage of each set of budgeted monies that may be spent, under federal law, for those services in each Subpart Program in the Plan. For all JTPA Titles IIA and IIC Subpart Programs, no more than thirty percent of the total amount of monies available for each may be spent for "Training-Related and Supportive Services". For JTPA Title IIIA Subpart Programs, no more than 25 percent of the total amount of available monies may be spent for "Needs-Based Payments and Supportive Services".

Job Training Plans with imposed categorical expenditure limitations expressed as percentages of all projected expenditures and San Francisco's generally high costs of services present some Hobson's Choices. The initial, long-term, commitments of specific amounts of available monies to basic training programs (for which expenditure limitations are expressed as *minimum* percentages) must necessarily be controlled by the potential, subsequent, commitments of available monies for providing the *minimum* amount of *absolutely necessary* supportive services to those who will subsequently be enrolled, to allow them to concentrate on the training to be provided.

In order to stay within those imposed expenditure limitations, a determination has been made that the only *absolutely necessary* supportive services that can be initially financed for *all* eligible persons determined to need them as a condition of full participation are transportation subsidies to and from the site of the training (requests for higher-cost transportation subsidies to sites outside of San Francisco are increasing), childcare subsidies for children of participants up to eight years of age while participating in training (the current subsidy rate, which is among the lowest in San Francisco, is being renegotiated), and limited, job-related dental and medical services. On a case-by-case basis, the financing of other supportive services for some participants will be considered; these include thirty days of additional transitional childcare subsidies after being placed on a job, uniforms, tools, union dues, etc.

As an additional consequence of these federally-imposed expenditure limitations, no consideration of "needs-based payments" (or of "allowances" or "stipends" in JTPA Titles IIA and IIC Programs) or of "needs-related payments" (not to exceed the amounts of "unemployment insurance compensation" that would otherwise be paid or of the "Poverty Level Income", whichever of the two is larger, in JTPA Title IIIA Programs) has been possible. The availability of discretionary subsistence income has become particularly critical for those participating in longer-term training programs.

In the meantime:

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- technical skill requirements of "competitive" San Francisco jobs with labor demand continue to increase and the duration of many training programs has had to be increased as a consequence;

- recruitment and enrollment of some of the "most disadvantaged" among San Francisco's eligible population (e.g., young African-American Males, Homeless Persons, etc.) continue to intensify; and,

- as a consequence of both, the initial budgets of the training programs and the participants' needs for more comprehensive, longer, and more costly discretionary income have increased.

**Potential Resolution:**

On June 29th, the San Francisco Redevelopment Agency released a Request For Proposals for "comprehensive employment development programs to serve low and moderate income residents of the Western Addition, Hunters Point, Hunters Point Shipyard, India Basin Industrial Park, and South of Market Redevelopment Area Project Areas (maps are attached)".

A total of $886,000 of federal "Community Development Block Grant (CDBG)" monies is available in this RFP for the period from August of 1994 to July of 1995. Proponents are required to coordinate their proposals with plans and proposals of the City College of San Francisco, of the State's Employment Development Department, and the PIC. The deadline for submission of proposals is noon of Friday, July 22, 1994, one week after the PIC's deadline for the submission of proposed programs to serve young African-American Males under JTPA Titles IIA and IIC and for proposed programs to serve Homeless Persons under JTPA Title IIIA.

**Suggested Response:**

All Participants in San Francisco's PY'94 JTPA Titles IIA and IIC Programs would easily qualify under the CDBG "low and moderate income" criteria (at least sixty percent of all those served in CDBG Projects must have family incomes that are lower than those criteria) and at least twenty percent would be residents of the five Redevelopment Project Areas (which is a minimum criterion for each CDBG Project).

The Council should authorize the PIC to develop a "comprehensive employment development program proposal" that would provide (without any administrative or other costs):

- CDBG-financed "Training-Related and Supportive Services" and "Needs-Related Payments and Supportive Services" to participants in PY'94 JTPA Titles IIA, IIC, and IIIA Programs who reside in the specified Redevelopment Project Areas;

- a wider array of those supportive services (e.g., "allowances", "stipends", post-placement childcare subsidies, etc.) to participants who are determined to need and would benefit from them because of longer-term training; and

- would permit some or all of the budgeted PY'94 JTPA Titles IIA and IIC monies that were rescinded by the Council on May 10th to be leveraged for purposes of restoring some or all of those programs to the capacities budgeted for them by the Council on April 12th and to increase the overall enrollments of eligible San Franciscans during PY'94.

Obviously, should any otherwise-competitive proposals submitted in response to the RFPs issued by the PIC on June 15th (i.e., for programs to serve young African-American Males and Homeless Persons) not include the requested financing for these services from sources other than JTPA, the PIC would include provisions for them in its subsequent proposal to the Redevelopment Agency.

cc: Mayor's and PIC Staffs
All PIC Subcontractors

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



## MINUTES

for a meeting
of the Private Industry Council of San Francisco
*July 12, 1994*

**Members present:** Chairman John Dewes, Mr. John Cammidge, Ms. Linda Davis, Mr. Gary Fitschen, Mr. Jack Fitzpatrick, Mrs. Leslie Luttgens, Mr. Craig Martin, Mr. Fairfax Randolph, Mr. Billy Ray, Mr. Leandro Soto, Ms. Barbara Thompson and Mr. Craig Wolfson

**Staff present:** President Eunice Elton, Ms. Brenda Brown, Ms. Joyce Crum, Mr. Wes Dixon, Mr. Eking Estioko, Ms. Karen Hart, Mr. Sululagi Palega, Mr. Ray Holland, Mr. Greg Marutani, Mr. Glen Nethercut and Ms. Clara Wong

**Public present:** Ms. Tanya Beasley, Ms. Mary Cook, Mr. Angel Dominguez, Ms. Delfina Geiken, Ms. Kristen Ha, Mr. Tom Havey, Mr. Jim Kennedy, Mr. Isam Iddeen, Ms. Geri Isman, Mr. Stan Okasaki, Ms. Teresa Pon, Mr. Julian Roger and Ms. Seong J. Yi

The meeting was conducted one member short of a quorum, and while agenda items were discussed, no votes were taken.

**Public testimony on agenda items**
There was no public testimony on agenda items.

**Adoption of the agenda**
Council members approved the agenda.

**Approval of minutes**
No corrections were submitted for the minutes of the May 10th meeting.

**Chairman's report**

**Status of partnership agreement with the Mayor**
In a May 26th letter, Mayor Jordan gave formal notice of his intention to allow the the partnership agreement with the Council to expire on September 30th. The Mayor indicated he was open to renegotiation of the agreement, however, and Mr. Dewes subsequently proposed a schedule for discussion so that the matter could be resolved by August 15th. In his July 1st letter, Mr. Dewes wrote that he recognized the need to make the PIC's planning process "more explicit", suggested the right to terminate the agreement be biannual to corresponds to the Job Training Plan's two-year cycle, and offered to resign as chairman effective August 15th. Mr. Dewes asked that the Mayor respond by July 15th.

If the Mayor and the Council are unable to concur, Mr. Holland said that federal law would require that San Francisco's JTPA programs be merged with those of a neighboring service delivery area. Mr. Dewes said he thought it was likely that some sort of agreement could be reached by September 30th. Miss Elton said that Mr. Tony Lincoln, who has been designated as the Mayor's liaison on this matter, has said that the Mayor's Office has not yet decided upon what course to pursue with the Council.

**Calendar of meetings**
Council members agreed to conduct a special meeting on Tuesday, August 16th at 3:00 p.m. in the 26th floor Auditorium at 140 New Montgomery Street.

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**Council nominations**
Mr. Dewes said that the Mayor still has not taken action on the San Francisco Chamber of Commerce's list of six nominees, sent to him March 8th, to consider for appointments to the Council's four private sector vacancies.

**Committee reappointments & election of officers of the Board**
Miss Elton noted that the Bylaws call for the Chairman to reappoint PIC committee members and for the Council to elect officers to the Board of Directors in July. Mr. Dewes said these matters would occur at the September meeting.

**July 20th Jobs For Youth event**
Over the last few months, representatives from the PIC, San Francisco Chamber of Commerce, Employment Development Department, Committee on Jobs, New Ways Workers, the Youth Employment Coalition and other groups have been meeting to coordinate their youth employment programs. The result, Jobs For Youth, will be launched at a special breakfast on July 20th at the Sheraton Palace Hotel, expected to be attended by about 300 business and community representatives. The event is being co-chaired by Mr. Don Fisher, chairman & CEO of The Gap, and Ms. Kim King, president of King Security and head of the Small Business Network.

**Staff reports**

**RFPs for African American males & the Homeless**
About 16 requests for proposals packets have been distributed for a program to serve the Homeless, and six for one serving African American males, Mr. Holland said. Proposals are due July 15th, and the Planning Committee will meet August 4th to review them and hear public testimony, and to form recommendations for the Council to consider on August 16th.

**RFP for Refugee services**
Staff members are reviewing the ten proposals submitted for Refugee services, Mr. Marutani said, and recommendations will be considered by the Refugee Committee on July 26th.

**Possible PIC proposal for the Redevelopment Agency**
Referring to Miss Elton's July 5th memorandum, Mr. Holland reported that PIC staff is developing a proposal to offer a comprehensive employment development program to serve low and moderate income residents of the Western Addition, Hunter's Point, Hunter's Point Shipyard, India Basin and South of Market areas, and which would include supportive services for participants. The proposal is in response to a RFP issued by the San Francisco Redevelopment Agency for federal Community Development Block Grant monies, and would be coordinated with the PIC's proposed programs for African American males and the Homeless. The proposal requires the Council approval, Mr. Holland said.

**Committee reports**

**Planning Committee**
The Planning Committee met May 23rd to review and amend the RFP developed by staff for programs serving African American males and the Homeless, Mr. Fitschen said. For the JTPA Title IIA and IIC African American males RFP, the committee voted to require that proponents have a facility within the neighborhoods being served, he said.

**Refugee Committee**
The Refugee Committee lacked a quorum at its June 2nd meeting when the Refugee County Plan was to be approved, Mr. Fitzpatrick said. This year's plan included a great deal of input from refugee providers, he added. Deadlines require the Plan be approved by the Board of Supervisors at their Monday meeting. The Council will also need to approve it, but Mr. Fitzpatrick said this could occur at the August 16th meeting.

**Audit Committee**
Mr. Soto recommended that the Council accept the audit of the PIC's Program Years 1991 and 1992 JTPA activities as submitted by Izabal, Bernaciak & Company. Mr. Dewes noted the audit gave the PIC a "clean bill of health", and both he and Miss Elton thanked staff for their conscientious work.

**Jobs For Youth Committee**
Employer job orders placed with the Mayor's Summer Jobs For Youth Program are down from last year despite extensive publicity efforts, which include a mass mailing to San Francisco employers, television and radio public service announcements, bus shelter posters, and press releases, Mr. Ray reported. As noted in Mr. Dewes' report, the PIC's summer program is being expanded and integrated into the year-round Jobs For Youth program, and will collaborate with other youth-serving organizations. Job orders are currently being shared with the Youth Employment Coalition, via New Ways Worker, he said, and a brochure is being developed to describe for employers the new "user friendly" program. The Chamber of Commerce has been instrumental in organizing this collaboration, Mr. Ray added, and the program is receiving support from the Committee on Jobs.

Mr. Ray said the summer program has received extensive in-kind contributions from KPIX 5, Young & Rubicam/San Francisco, Gannett Transit Shelters of San Francisco, and photographer Larry Dyer, as well as financial support from EDD, Chevron Corporation and Levi Strauss Foundation. Mr. Dewes asked that letters of appreciation be sent thanking them for their support.

**School to Work Committee**
A planning group, which includes the San Francisco Unified School District, City College of San Francisco, San Francisco State University and the PIC, has been convened to prepare a proposal for federal School to Work funds, Ms. Davis said. The proposed one-year, $500,000 program would provide 50,000 of the District's 65,000 students with instruction in career awareness and some on-the-job training experience. Miss Elton explained that School to Work programs are part of a mammoth nationwide attempt to restructure the United State's school system to better prepare students for employment after graduation.

**President's report**

**Labor Market Information**
This is the fourth year in which the PIC, under contract with the Labor Market Information Division of EDD, has researched and published a detailed annual report on 25 different Bay Area occupations, Miss Elton said. About half of California's SDAs do this, and now the LMID wants to extend the program statewide, funded in part through a 30 percent reduction in next year's contracts with SDAs like San Francisco. LMID is willing to waive some contract activities as partial compensation, but Miss Elton said that these items, such as labor market questions tailored to San Francisco, are what make the reports especially useful to the PIC. Despite the proposed cut, a $5,000 deficit the LMI program ran last year, and a $5,000 reduction in this year's contract, Miss Elton said this activity is "valuable to the community", and that she would like to see it continue, perhaps with supplemental funding.

**SECG proposals**
A proposal by SFUSD and one jointly developed by Jewish Vocational Services and CCSF will be funded with State Education Coordination Grants, Miss Elton said. A third by Asian Neighborhood Design will require minor modifications. The PIC is responsible for supervising the contracts, and Miss Elton said they must be approved by the Council.

**Enterprise Community proposal**
The San Francisco Redevelopment Agency has submitted a proposal to the Department of Labor designating six of the city's poorer neighborhoods as an Enterprise Community, Miss Elton said, thereby putting these areas on a fast track to receive various federal funds.

**Youth Fair Chance proposal**
The Department of Labor has not yet said whether it will fund San Francisco's Youth Fair Chance proposal to provide intensive services for economically depressed sections of the Visitacion Valley, Miss Elton said, but Mr. Dewes said he believes it has not been approved. A second round of funding is expected, and Miss Elton said she hoped to amend San Francisco's proposal before then with input from the newly-appointed Mayor's Task Force on Visitacion Valley.

**Council member's comments**
Ms. Thompson noted that while representatives from organizations serving the Homeless attended the Planning Committee's meeting on May 23rd, there were none from African American agencies to provide input on the RFP being developed.

**Public testimony on non-agenda items**
There was no public testimony on non-agenda items.

The meeting was adjourned at 4:15 P.M.

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16/94

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to the PIC's receptionists at 621-6853 no later than Friday, August 12th*

| | |
|---|---|
| DATE: | Tuesday, August 16th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

*Under recent revisions of the Brown Act, absent Council members may no longer be asked to vote by telephone or mail on action items once a meeting has been conducted. It is vital, therefore, that there be a quorum of members at each meeting so that action items may be acted upon.*

*If you require special accommodation due to a disability please call Roberta Fazande at 621-6853 or TDD 621-3832 at least 72 hours in advance*

*Issued August 8, 1994*

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853
FAX (415) 621-0793 • TDD (415) 621-3832

## Agenda

## PRIVATE INDUSTRY COUNCIL MEETING

***August 16th, 1994***

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Directors' approval of minutes for the Board's August 3rd meeting (to be mailed) *

4. Chairman's report — John Dewes
   a. Welcome of new Council members
   b. Status of Partnership Agreement with the Mayor

5. Committee reports
   a. Planning Committee — Gary Fitschen *
      1. Recommendations of proponents for a JTPA Title II program to serve Youths & Young Adults (materials enclosed) *
      2. Recommendations of proponents for a JTPA Title III program to serve the Homeless (materials enclosed) *
   b. Refugee Committee — Jack Fitzpatrick
   c. Jobs For Youth Committee — Billy Ray

6. Staff reports
   a. School-to-Work — Ray Holland
   b. One-stop career centers — Ray Holland

7. President's report

8. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

PRIVATE INDUSTRY COUNCIL
OF SAN FRANCISCO, INC.





MEMORANDUM

**TO:** ALL COUNCIL MEMBERS
MAYOR JORDAN

**DATE:** AUGUST 11, 1994

**FROM:** EUNICE ELTON

**SUBJECT:** TWO ADDITIONAL ISSUES FOR YOUR AUGUST 16TH AGENDA

**One-Stop Career Centers:**

On July 15th, the Labor Department issued a solicitation for grant applications for "One-Stop Career Centers" with states defined as the only eligible applicants. The due date for applications is September 15th. Three types of grants are available (i.e., "planning and development grants", "implementation grants", and "grants incorporating planning, development and implementation"); the grants will be financed with *Wagner-Peyser Act* monies.

"One-Stop Career Centers" would be the centerpiece of the Administration's proposed *Reemployment Act* that is now being considered by Congress. Because representatives of the State of California have been outspoken critics of several aspects of that proposed legislation and because some of those objectionable aspects have recently be rectified as the legislation has progressed through Congress, the State did not make a decision to respond to that solicitation until within the last week.

While an initial draft of the State's application will not be available until after the Council's August 16th meeting, the State is urgently soliciting support letters for a "planning and development grant application" that is now being prepared. A draft of such a letter from the Council is attached.

**Possible Rescission of PY'94 JTPA Title IIC (Youth) Monies:**

The attached draft of four separate letters to San Francisco's Congressional representatives should be self-explanatory.

Your consideration and approval of those letters has been added to the agenda for your August 16th meeting.

**Solicitation of the Mayor's Support:**

Through his staff, the Mayor is being urged to endorse the State's grant application and to urge our Congressional representatives to work against any further reductions in the allocations of San Francisco's JTPA Title IIC monies.

cc: PIC Staff
All PIC Subcontractors
Anthony Lincoln, MOCYF
Pam David, MOCD

Attachments

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853
FAX (415) 621-0793 • TDD (415) 621-3832

# FIRST DRAFT

August 11, 1994

Ms. Charlotte Adams
Grants Management Specialist
United States Department of Labor
Employment and Training Administration
Division of Acquisition and Assistance
200 Constitution Avenue, N.W., Room S-4203
Washington, D.C. 20210

**IN RE: California's Application for a "One-Stop Career Center System Planning and Development Grant**

Dear Ms. Adams:

The San Francisco Private Industry Council enthusiastically supports the application that the State of California is developing for a "One-Stop Career Center Planning and Development Grant".

As we understand it, the proposed grant would provide for the collaborative development of related State and local strategic plans for coordinating employment and training programs financed by the federal government and by other sources with the objective of forming a more cohesive and accessible system of services for the Nation's largest and most diverse populations of both labor force participants and of employers.

The number of employment and training programs that would be potentially affected by such plans is much greater than that identified in the U.S. General Accounting Office's January 1994 Report entitled "Multiple Employment Training Programs". In San Francisco and the Greater Bay Area, they would potentially include but not be limited to:

- the economic development programs of the Bay Area Council, the Bay Area Business Development Company, the Private Industry Council of San Francisco (PIC), the San Francisco Chamber of Commerce, the San Francisco Redevelopment Agency, San Francisco's many Neighborhood Economic Development Organizations and many other private sector organizations;

- the San Francisco component of the California Cooperative Occupational Information System under the collaborative administration and operation of the State's California Occupational Information Coordinating Committee (COICC), the State's Employment Development Department (EDD), and the PIC;

- San Francisco's State-designated "Enterprise Zone" and its proposed Federally-designated "Enterprise Communities";

- the employment services, unemployment compensation, and Employment Training Panel programs administered by the San Francisco offices of the EDD;

- the San Francisco Assessment Center under the collaborative administration and operation of the City College of San Francisco (CCSF), the local offices of the EDD, the local office of the State's Department of Rehabilitation, the San Francisco Department of Social Services (SFDSS), and the San Francisco Unified School District (SFUSD);

- San Francisco's targeted educational and job training program system for JTPA-eligibles and Refugees under the collaborative administration and operation of the PIC and, annually, approximately 400-500 private-for-profit and non-profit community-based organizations;
- six Service Delivery Areas in the Greater Bay Area that are immediately adjacent to San Francisco;
- the two Senior Community Services Employment Programs administered and operated in San Francisco by a contractor and a subcontractor of the Department;
- the Department's existing Job Corps Graduate Program and its new comprehensive Job Corps Center being developed on San Francisco's Treasure Island;
- San Francisco's proposed "School-to-Work Opportunities" program under the co-sponsorship of the Bay Area Youth Employment Coalition, the CCSF, Junior Achievement, Enterprise High School, the PIC, San Francisco State University, and the SFUSD;
- the academic, adult educational, and vocational educational offerings of the CCSF and of the SFUSD;
- the academic and vocational educational offerings of the University of California's two campuses in San Francisco, of San Francisco State University, and of other post-secondary educational institutions located in San Francisco;
- the San Francisco Conservation Corps;
- various labor exchange and other employment services programs administered and operated by the Mayor's Offices of Children, Youth, and their Families (MOCYF), of Community Development (MOCD), and of Criminal Justice (MCJC) and numerous non-profit community-based organizations under subcontract with each of them;
- the variety of courses offered by private vocational training organizations and institutions located in San Francisco; and
- an interactive, computer-based, vocational educational and training provider vendors' list that is currently being developed by approximately nine private industry councils in the Greater Bay Area.

The State would face an extraordinary challenge in developing a comprehensive system in collaboration with this and other distinct urban, suburban, and rural subareas of California. Nevertheless, it is critical that we move forward in developing such a system for California's workforce. In doing so, the San Francisco Private Industry Council is committed to supporting the State in such an endeavor.

Sincerely,

John W. Dewes
Chairman

cc: Mayor Frank M. Jordan
Thomas P. Nagle, EDD

# FIRST DRAFT

August 11, 1994

Separate Letters to:
The Honorable
Congresswoman Nancy Pelosi
Congressman Thomas Lantos
Senator Barbara Boxer
Senator Dianne Feinstein

Dear _____:

The Senate Committee of Appropriations has proposed that $50 million in Federal Fiscal Year 1994 JTPA Title IIC funds that have already been allocated and committed to this year's youth employment and training programs be rescinded.

According to the State of California, such a rescission would translate into a reduction of at least $111,000 in the amount already allocated to San Francisco for the current program year and obligated in subcontracts serving eligible out-of-school youths.

This would exacerbate even further the reductions already incurred in the amounts appropriated for JTPA Title IIC Youth Programs for the current and for the immediately-preceding program years (which, on both occasions, the Mayor and this PIC attempted to offset by transfers of JTPA Title IIB Summer Youth Employment and Training Program funds) and it would jeopardize services being contemplated in San Francisco's pending application for an "Urban School-to-Work Opportunities Program" grant (for which JTPA Title IIC funds, with a change that is being requested in an unrelated requirement, would be one of the few sources available for paid "work-based learning experience").

This Council urges you to work against this rescission and to oppose any further reductions in the amounts that are appropriated for JTPA Title IIC youth training programs.

Sincerely,

John W. Dewes
Chairman

cc: Mayor Frank M. Jordan
Thomas P. Nagle, EDD

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.



**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to the PIC's receptionists at 621-6853 no later than Friday, September 9th*

| | |
|---|---|
| DATE: | Tuesday, September 13th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

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*Issued September 2, 1994*

1049 MARKET STREET, 4TH FLOOR • SAN FRANCISCO, CA 94103-1634 • (415) 621-6853
FAX (415) 621-0793 • TDD (415) 621-3832

## Agenda

## PRIVATE INDUSTRY COUNCIL MEETING

***September 13th, 1994***

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes for the August 16th meeting (to be mailed) *

4. Annual election of officers to the Board *

5. Chairman's report — John Dewes
   Status of Partnership Agreement with the Mayor

6. Committee reports
   Refugee Committee — Jack Fitzpatrick

7. Staff reports
   a. School-to-Work, State & local proposals — Ray Holland
   b. Reemployment Act — Ray Holland
   c. Preliminary report on PY'93 programs & possible PY'94 modifications — Ray Holland

8. President's report

9. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*

# PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of a PUBLIC MEETING**
**of the**
**PRIVATE INDUSTRY COUNCIL**

*Due to security requirements, all Council members, subcontractors & members of the public who wish to attend must RSVP to the PIC's receptionists at 621-6853 no later than Friday, November 4th*

| | |
|---|---|
| DATE: | Tuesday, November 8th, 1994 |
| TIME: | 3:00 – 4:30 P.M. |
| LOCATION: | Pacific Bell Building<br>140 New Montgomery<br>26th Floor Auditorium |

***Agenda appears on reverse side***

*NOTICE TO COUNCIL MEMBERS:*

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*Issued October 27, 1994*

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## Agenda

## PRIVATE INDUSTRY COUNCIL MEETING

***November 8th, 1994***

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes
   a. for the Council's September 13th meeting (enclosed) *
   b. for the Board of Director's September 13th meeting (enclosed) *

4. Chairman's report — John Dewes
   Status of Partnership Agreement with the Mayor

5. Committee reports
   a. Jobs For Youth Committee — John Dewes
   b. Mayor's Summer Jobs For Youth Program Subcommittee — Billy Ray
   c. Presidio Labor-Management Committee — Kent Sims
   d. Search Committee — Leslie Luttgens

6. Staff reports
   a. State-required action based on performance of Refugee subcontractors in year ending September 30, 1994 — Joyce Crum
   b. Status of local School-to-Careers proposals — Linda Davis

7. President's report
   a. Job Training Partnership Act (JTPA) "final rule"
      1. effective dates
      2. early implementation
      3. waivers of regulatory provisions
   b. Congressional rescission of JTPA Title IIC funds for services to youths; $111,000 cut in San Francisco this year
      1. activities impacted
      2. effect on use of carry-over funds from year ending June 30, 1994
   c. Revision of JTPA program plans for adults (Title IIA) and youths (Title IIC)
   d. State School-to-Careers Plan & the future
   e. Federal Crime Bill provisions as they affect the PIC
   f. SB 1417, State legislation (summary enclosed)
   g. Pending legislation
      1. proposed Reemployment Act
      2. Senator Kennedy's proposed legislation
      3. One-Stop Service System
      4. Consolidation & coordination
   h. Relocation of the PIC office

8. Public Testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set, in advance, a time limit for the testimony of individuals or organizations.*